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ABSTRACT

This report is a yearly update of information initially compiled in 1991 through a survey of the child care regulatory offices of the 50 U.S. states, the District of Columbia, Puerto Rico, and the Virgin Islands. The report begins with an introduction, definition of terms, and a question and answer summary. The bulk of the report is organized in alphabetical order by state or territory, and contains the licensing and regulatory data for each entity in the following 32 categories: (1) number and definition of regulatory programs; (2) requirements; (3) regulations; (4) unannounced inspection policy; (5) complaint procedures; (6) staff qualifications; (7) staff prescreening; (8) staff training; (9) child documentation policy; (10) child immunization policy; (11) discipline policy; (12) emergency medical consent policy; (13) environmental policy; (14) national life safety fire code; (15) medication policy; (16) playground policy; (17) regulatory process subcontracting policy; (18) smoking policy; (19) swimming pool policy; (20) transportation policy; (21) drop-in child care; (22) infant care policy; (23) overnight care programs; (24) programs for children with disabilities; (25) school age care programs; (26) sick child care programs; (27) subsidized programs/tiered reimbursement rate; (28) surveillance camera policy; (29) reporting child abuse and neglect; (30) local contacts; (31) parental contacts; and (32) new or pending legislation. The report concludes with a list of the state/territory regulatory offices. (KB)

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ED 472 728

2003

CHILD CARE CENTER LICENSING STUDY

PS 030990

THE CHILDREN'S FOUNDATION
WASHINGTON, DC

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2003 CHILD CARE CENTER LICENSING STUDY

THE CHILDREN'S FOUNDATION
National Child Care Advocacy Program
725 Fifteenth Street, NW, Suite 505
Washington, DC 20005-2109
Phone: (202) 347-3300
Fax: (202) 347-3382
E-mail: info@childrensfoundation.net
URL: http://www.childrensfoundation.net

ACKNOWLEDGEMENTS

The Children's Foundation thanks the various child care officials in each of the regulatory offices who took their time to provide and verify the information contained in the *2003 Study*.

We'd like to offer special thanks to the National Association for Regulatory Administration, known as NARA, for their assistance in formulating new questions and helping us provide valuable new information for this edition. NARA is an international organization whose mission is "Consumer protection through prevention." NARA was chartered in 1976 at Tulane University. NARA's members include over 400 individuals and organizations from the US and Canada who are dedicated to promoting excellence in human care regulation and licensing through leadership, education, collaboration and services. While the majority of NARA members represent the child care field, NARA also represents child welfare, adult part-day and residential, drug and alcohol and disability licensing as well. See their website: http://www.nara-licensing.org for more information.

We would also like to thank the DuPont Corporation for their financial support of our National Child Care Program and in particular the *2003 Study*.

METHODOLOGY

The *2003 Study* is an update of the information initially compiled by The Children's Foundation in 1991. The data was obtained from the central regulatory office of each of the 50 states, District of Columbia, Puerto Rico, and Virgin Islands. All information in it was provided to The Children's Foundation by staff in each of these offices.

The regulatory offices were asked to review all the data as it appeared in the *2002 Study*, update or change the information, and add any new information in the appropriate categories. The Children's Foundation also includes new supplemental questions, developed from requests for information received during the year.

The initial mailing to the regulatory offices took place in October 2002. A follow up mailing by fax took place in December 2002 through late January 2003. After the new data was gathered and compiled, proof sheets were sent back to the regulatory offices for confirmation and re-verification.

Any state with an asterisk (*) after the title indicates CF received no new or updated information from that state by press date. Therefore, the information printed in the *2003 Study* is from the *2002 Study*. Any state that has a plus mark (+) after the title, indicates information was not reverified by a state agency.

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INTRODUCTION

The 2003 Child Care Center Licensing Study contains the results of a survey of the regulatory offices of the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands.

The information contained in this *Study* is organized in alphabetical order by the state or territory. The licensing and regulatory data for each entity is divided into the following 32 categories:

Number and Definition of Regulatory Programs
Regulations
Complaint Procedures
Staff Prescreening
Child Documentation Policy
Discipline Policy
Environmental Policy
Medication Policy
Regulatory Process Subcontracting Policy
Swimming Pool Policy
Drop-In Child Care
Overnight Care Programs
School Age Care Programs
Subsidized Programs/Tiered Reimbursement Rate
Local Contacts
Requirements
Unannounced Inspection Policy
Staff Qualifications
Staff Training
Child Immunization Policy
Emergency Medical Consent Policy
National Life Safety Fire Code
Playground Policy
Smoking Policy
Transportation Policy
Infant Care Policy
Programs for Children with Disabilities
Sick Child Care Programs
Surveillance Camera Policy
Reporting Child Abuse and Neglect
Parental Contacts
New/Pending Legislation

There is no uniform way in which the states and/or territories regulate child care centers, preschools, nursery schools, prekindergartens, and/or religiously affiliated child care centers. The only common thread is that all of states and/or territories require child care centers to be regulated through "licensure" ("certification" in PA), or "registration."

The Definition of Terms can be found at the beginning the *Study*. This is followed by the Question and Answer Summary, which assists the reader in finding the "most often asked information." The *2003 Study* contains two expanded categories: Requirements containing new information on "orientations" and updated information on insurance; and Training new information found at the end of the category. At the end of the book there is a complete list of the state/territory regulatory offices in alphabetical order. These offices provided the data contained herein.

The Children's Foundation welcomes and always appreciates comments or suggestions from our readers. If there is a specific piece of information which you are researching, send us a note detailing the information. We will try to include it in the next year's edition.

Kay Hollestelle
Executive Director
February 2003

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DEFINITION OF TERMS

These definitions are used by The Children's Foundation for this study. We have tried to be as precise as possible, but **variations exist among the states and territories**. Please refer to the specific state or territory for additional explanation, or write to them to secure a complete set of their regulations, including definitions.

ADA - The Americans with Disabilities Act of 1990.

CERTIFIED - see "licensing."

CHILD CARE CENTER - full or part time care for groups of children in a non-residential setting.

DROP-IN CHILD CARE - a child care center or an autonomous program within a child care center that provides care for children on an intermittent basis exclusively. In addition, child care services provided specifically to meet the short-term needs arising from tourism, recreation or shopping. Such as care at a shopping center, grocery store, hotels, and convention centers.

INFANT - a child birth to one year, but in some states/territories a child birth to 11 months, 15 months, or 18 months.

"INFANT ONLY" PROGRAM - a child care center which provides care to only infants; age varies among states/territories.

IN-SERVICE TRAINING - education required on a periodic time table (usually annually) of child care center directors, teaching and other staff while working in the child care center.

LICENSING - granting of formal permission by a designated state and/or local agency to an individual or legal entity to operate a child day care facility. The state/local agency has the authority to ensure that standards are being met, set procedures for revoking a license and provide appeal mechanisms. The purpose of licensing is to protect vulnerable consumers by setting a minimum floor for reasonably safe service [referred to as "certified" in PA].

NATIONAL LIFE SAFETY FIRE CODE - prescribes regulations consistent with nationally recognized good practice for the safeguarding to a reasonable degree of life and property from the hazards of fire and explosion arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the use of occupancy of buildings or premises.

OVERNIGHT CARE PROGRAMS - a child care program which offers its services to families 24 hours a day, but in which a child is not in care more than 23 hours in one 24 hour period.

PRE-SERVICE TRAINING - education and/or combination of education and experience required of child care center directors, teaching and other staff prior to being hired to work in a child care center.

PRESCHOOLER - a child 3 and 4 years of age.

REGULATED CHILD CARE - child care that is required to comply with established state and/or local codes.

SCHOOL AGE - generally divided into two categories: a child 5-6 years of age (kindergarten) and a child 6-13 years of age.

SCHOOL AGE PROGRAM - a child care center which offers care to children before and/or after school, including before and/or after kindergarten.

SICK CHILD CARE PROGRAM - a child care center which offers care to mildly ill children.

STAFF - individuals employed at a child care center, which may include the director or administrator, assistant director, training or education coordinator, head or lead teacher, program director, assistant teachers, aides, secretaries, kitchen and maintenance personnel.

TIERED REIMBURSEMENT RATES FOR SUBSIDIZED CHILDREN - Several states have begun a Tiered Rate of Reimbursement to child care centers that are tied to quality indicators, i.e. specific program requirements, additional education and in-service training of staff and accreditation by nationally recognized programs.

TODDLER - generally divided into two categories: a child 1-2 years of age (young toddler) and a child 2-3 years of age (older toddler).

REFERENCE

Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, Second Edition, American Public Health Association, Washington, DC; American Academy of Pediatrics, Elk Grove, IL; USDHHS/Health Resource and Services Administration, 2002.
[ISBN 1-58110-079-5] (AAP)

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QUESTION AND ANSWER SUMMARY

THE INTRODUCTORY SUMMARY HIGHLIGHTS THE QUESTIONS (AND ANSWERS) MOST FREQUENTLY ASKED DURING THE YEAR. WE URGE THE READER, HOWEVER, TO REFER TO A SPECIFIC STATE OR TERRITORY FOR MORE IN-DEPTH INFORMATION.

Q - How many regulated child care centers are in the 50 States, District of Columbia, Puerto Rico and Virgin Islands?

A - **116,409** regulated child care centers; all are licensed or certified; the exception: 291 registered only centers in South Carolina.

This represents a **2.7% increase** from data reported in our *2002 Study* and a **26% increase** from data The Children's Foundation published in our first *Child Center Study* in 1991.

The chart on the following page provides a breakdown of the number of regulated child care centers by state or territory; these numbers were reported by the individual state or territory during the months October, 2002 through January, 2003.

NUMBER OF REGULATED CHILD CARE CENTERS IN EACH STATE OR TERRITORY

Alabama	1,340	Nebraska	839
Alaska	230	Nevada	458
Arizona	2,084	New Hampshire	822
Arkansas	2,574	New Jersey	4,100
California	14,331	New Mexico	618
Colorado	2,844	New York	3,705
Connecticut	1,622	North Carolina	4,151
Delaware	320	North Dakota	131
District of Columbia	371	Ohio	3,499
Florida	6,641	Oklahoma	1,974
Georgia	2,600	Oregon	1,013
Hawaii	521	Pennsylvania	3,948
Idaho	790	Puerto Rico	702
Illinois	3,125	Rhode Island	436
Indiana	659	South Carolina	2,288
Iowa	1,497	South Dakota	271
Kansas	1,338	Tennessee	3,404
Kentucky	2,173	Texas	10,870
Louisiana	1,920	Utah	336
Maine	835	Vermont	623
Maryland	2,547	Virgin Islands	234
Massachusetts	3,242	Virginia	2,573
Michigan	4,835	Washington	2,219
Minnesota	1,625	West Virginia	606
Mississippi	1,792	Wisconsin	2,410
Missouri	1,798	Wyoming	257
Montana	268	-------	-----

Q - The definition of regulated child care varies by state or territory. How are these programs defined?

In **29** [54.7%], the number of regulated child care centers includes nursery schools, preschools, prekindergartens and religiously affiliated centers:

AR	AZ	CA	CO	CT	DC	DE	HI	KS	KY
LA	MA	MD	MI	MN	MS	NC	NH	NJ	NV
NY	OH+	PR	SD	TN~	VI	VT	WI*	WY	--

+nursery schools now called part time preschools; *exempts centers regulated by local private education system; ~religiously affiliated centers, unless under Dept. of Education.

In **11** [20.7%], the number of regulated child care centers includes religiously affiliated centers, but excludes nursery schools, preschools and prekindergartens:

ID	ME	MT	ND	NE	OK	OR	PA	RI	TX	WA

In **7** [13.2%], the number of regulated child care centers excludes religiously affiliated centers and those regulated by state Departments of Education:

--	AK	FL	GA	IA	IL	NM	UT	--	--

In **6** [11.3%] remaining, there are two variations: (A) In **3**, documented number of regulated child care centers excludes nursery schools, preschools, prekindergartens and religiously affiliated centers; and (B) in **3**, the documented number of regulated child care centers includes nursery schools, preschools & prekindergartens, but excludes religiously affiliated centers:

Variation (A)					**Variation (B)**				
---	IN	MO	WV	---	---	AL*	VA*	SC*	---

***may choose to be regulated voluntarily**

Q - How many and what states and/or territories charge a licensing fee?

In **23** [43.4%] states and/or territories, no fee:

AK	AL	DE	GA	HI	IA	IL	IN	MD	MO
MT	NC	NE	NH	NY	OK	PA	PR	RI	SC
SD	VT	WV	---	---	---	---	---	---	---

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In **20** [37.7%] states and/or territories, assessed fee varies according to the number of children cared for in the center:

AR	CA	CO	FL	KS	LA	MA	MI	MN	MS
ND	NJ	NV	OR	TN	TX	UT	VA	WA	WI

In **10** [18.9%] states and/or territories, fixed fee:

AZ	CT	DC	ID	KY	ME	NM	OH	VI	WY

Q - How many and what states and/or territories renew child care center licenses annually? every 2 years? every 3 years or more?

In **21** [39.6%], license renewal is required annually:

DC	DE	FL	GA	HI+	KS	KY	LA	MD	ME
MS	MT*	NM	NV	OR	PA	RI	TN	VI	VT
WY									

*2 or 3 year license possible if no deficiencies, +annual first 4 years then every other year.

In **20** [37.7%], license renewal is required every two years:

AK*	AL	CT	ID	IA	IN	MA	MI	MN	MO
ND*	NY	OH	OK	PR	SC+	UT+	VA	WI	WV

*after the first year; +1 and 2 year licenses available

In **12** [22.6%], license renewal is required every three years, or license is non-expiring:

AR~	AZ*	CA~	CO~	IL*	NC~	NE^	NH*	NJ*	SD~
TX~	WA*								

*renewal required every three years; ^NE--1 year, probationary, and non-expiring licenses available; ~perpetual or non-expiring

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Q - How many and what states and/or territories required centers to be tested for the presence of asbestos, lead, radon or other material as a condition of licensure?

In **22** [41.5%], testing is required for the presence of asbestos, lead and/or radon:

AZ*	CT	DC^	DE	HI^	IA"	MA^	MD"	ME^	MO^
MS'	NH	NJ	ND^	NY'	PR	RI	SC^	UT+	VA+
VT	WI~								

*lead, asbestos and oil; "lead, radon and carbon monoxide; ^lead only
'lead if facility was built before 1977-1978; +asbestos if facility was built before 1978
~water tested for the presence of lead, and paint tested if built before 1980.

In **29** [54.7%], testing for the presence of asbestos, lead and/or radon is not required:

AK	AL	AR	CA	CO	FL	GA	ID	IN	KS	KY
MI	MN	MS	MT	NC	NE	NM	NV	OH	OK	OR
PA	SD	TN	TX	VI	WA	WY	--	--	--	--

In **3** [5.6%], no information was provided by state or territory:

---	---	---	IL	LA	WV	---	---	---	---

Q - How many and under what circumstances do child care centers receive unannounced inspection visits from the licensing agency?

In **9** [16.9%] states and/or territories, all inspection visits are unannounced:

CT	GA	LA	ME	NE	ND	NJ	PR	UT	--

In **20** [37.7%] states and/or territories, unannounced inspection visits at least annually and upon compliant:

AL	AZ	CA	DC	IA	IL	KS	KY	MA	MO
MS	MT	NC	OH	OR	SD	TX	VA	WV	WY

In **10** [18.9%] states and/or territories, unannounced inspection visits occur 2-6 times per year:

AR	FL	IN	NV	OK	RI	TN	VI	VT	WI

In **5** [9.4%] states and/or territories unannounced inspection visits only take place when a complaint has been filed; all other inspection visits are announced:

---	---	DE	HI	MD*	MI+	WA	---	---	--

*and for compliance monitoring inspections and 20% random selection; +complaints and renewal

In **8** [15%] states and/or territories the unannounced inspection visit policy varies:

---	AK*	CO++	MN+	NH++	NM*	NY*	PA*	SC~	--

+ upon licensing review, complaints and reinspection; ++once every three years
*randomly and upon complaint; ~ all except renewal

In **1** [1.9%] state all inspections/visits are announced:

--	---	---	---	ID	--	---	---	---	--

Q - According to the guidelines for staff/child ratios in Caring for Our Children: National Health and Safety Standards: Second Edition, how many and what states and/or territories meet (or come close to meeting) these recommendations? [In each age category that follows, all others do not meet the recommended staff/child ratios.]

INFANTS BIRTH to 12 MONTHS [NHSS recommendation is 1:3]:

4 [7.5%] meet the recommendation:

--	---	---	HI	KS	MA	MD	---	---	--

33 [62.3%] have a 1:4 ratio:

CA	CT	DC	DE	FL	IA	IL	IN	ME	MI	MN
MO	MS*	MT	ND	NE	NH	NJ	NY	OK	OR	PA
PR	RI	TN+	TX	UT	VA	VT	WA	WI	WV	WY

*has 1:3-5 ratio +effective 7-1-01

TODDLERS 13-30 MONTHS [NHSS recommendation is 1:4]:

11 [20.7%] additional states and/or territories meet the recommendation:

CA	CT	DC	HI	IA	MA	MI	MO	ND	NY
TN									

TODDLERS 31-35 MONTHS [NHSS recommendation is 1:5]:

7 [13.2%] states and/or territories meet the recommendation:

	CT	IN	KS	NY	OR	SD	VT		

3 YEAR OLDS [NHSS recommendation is 1:7

2 [3.8%] states meet the recommendation:

			ND	NY					

4-5 YEAR OLDS [NHSS recomendation is 1:8

1 [1.9%] states and/or territories partially meet the recommendation:

				NY					

Q - How many and what states and/or territories permit a change in the staff/child ratios during naptime? [NOTE: states and/or territories which permit change, also require the remainder of staff be on the premises within calling distance.]

In **27** [51%] states and/or territories no change is permitted:

AK	AZ	CO	CT	DC	FL	HI	IN	KS	KY
LA	MA	MD	ME	MI	MO	MT	ND	NH	NM
NV	NY	PR	SD	VI	VT	WA	--	---	--

In **10** [18.9%] states and/or territories a 50% increase in the number of children other than for infants per staff is permitted while children are asleep:

AL	AR	GA*	IL	MN	MS	PA	TN	TX	VA

*up to three years of age

In **5** [9.4%] states and/or territories a 50% increase in the number of children, no matter their ages, per staff while children are asleep is permitted:

			CA	DE	OH	UT	WV		

In **6** [11.3 %] states and/or territories permit only one adult in each nap room while all children are asleep:

		IA~	NC*	NE	OK+	OR	WY		

*all children must be over two years of age; +all children must be three years of age

~not to exceed 1 hour and not in infant area

In **4** [7.5%] states and/or territories, naptime staff to child ratios vary:

			NJ*	RI+	SC+	WI~			

*ratio is 1:10 if all children are under 2 1/2 years

+permits a change, but no specific guidelines given

~permits use of other staff (cooks, drivers, secretaries) to fill in for child care workers

In **1** [1.9%] state only there are no staff to child ratios:

				ID					

Q - What states and/or territories have group size definitions for children birth to 3 years?

In **36** [67.9%] there are group size definitions:

AK	AR	CO	CT	DC	GA	HI	IL	IN	KS
KY	LA	MA	MD	ME	MN	MO	MS	NC	NH
NJ	NY	OH	OK	OR	PA	RI	SD	TN	TX
UT	VI	WA	WI	WV	WY				

In **17** [32.1%] there are no group size definitions:

AL	AZ	CA	DE	FL	IA	ID	MI	MT	ND
NE*	NM	NV	PR	SC	VA	VT			

*except infants, maximum 12 per room

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THE 6 CHARTS THAT FOLLOW DEFINE THE GROUP SIZES BY AGES:

Maximum Group Size: Birth-12 Months

Group Size	State or Territory
8	CT(birth-36 mos), IN, MN, MO, OK(birth-9 mos), PA, TN, WA(birth-11 mos)
6-8	HI(infant/toddler centers only)
9	KS
10	AK, KY, NC, TX(birth-11 mos), WY
10-12	AR, OH
12	GA, IL, LA, ME, NE, NH

Maximum Group Size: Birth-18 Months

Group Size	State or Territory
7	MA(birth-15mos)
8	NY, RI
10	CO
12	GA(not walking), ME(birth-12-15mos)
13	TX

Maximum Group Size: Birth-24 Months

Group Size	State or Territory
8	DC, MN, OR(birth-23 mos), UT, WI
9-10	MS, WV(10 for infants and toddlers)
14-15	IL, NJ(15 for birth-5 yrs)
20	SD(birth-5 yrs)

Maximum Group Size: 12-24 Months

Group Size	State or Territory
6-12	HI
9	MA(15-33 mos)
10	CO(12-36 mos), IN, KS(12-30 mos), PA
12	KY, NC, OK(10-23 mos), TN(12-30mos), WY
14	MN, TN(12-20 mos), WA(12-29 mos)
15	IL, ME(12-15 mos to 33-36 mos), NH
14-16	OH(12-26 mos)
16	GA(1 yr walking), LA

Maximum Group Size: 18-30 Months

Group Size	State or Territory
10	IN(toddlers)
10-12	HI(18-36 mos), NY(18-36 mos)
12	AK, RI(18-36 mos)
18	TX(18-23 mos)

Maximum Group Size: 24-36 Months

Group Size	State or Territory
8	DC(24-30 mos), VI(24 mos to 4 yrs)
12	LA, MD, PA, WI(24-30 mos)
12-14	MS(24 mos to 4 yrs), MN
14	CO, KS, UT, WA(12-29 mos)
15	IN
16	CO(30-36 mos), DC(30-36 mos), IL, MO, OK, WI(30-36 mos)
18	NH, WY
20	GA, KS(30 mos to 6 yrs), KY, NC, OR(30 mos to 5 yrs), WA(30 mos to 5 yrs)
22-26	AR, TX
24	ME(30 mos to 6 yrs)

Q - How many states and/or territories regulate "drop-in" child care?

In **37** [69.8%] have either separate "drop-in" requirements or it is part of the full regulations.

The following **16** [30.2%] have varying restrictions, exemptions, do not regulate, have pending legisation or no information on "drop-in" regulations.

AR	CT-	HI-	IA	ID-	IN-	IL	LA	MA	MT
ND-	NM^	NY-	SC-	VI-	WA	--	--	--	--

- do not regulate; ^ no information

Q - How many and what states and/or territories have "infant only" child care centers?

In **30** [56.6%] there are "infant only" centers:

AR	AZ	CA	CO	CT	DC	GA	HI	IL	KY
LA	MA	MD	MI	MN	MO	MT	NC	ND	NE
NJ	NV	NY	OH	OR	SC	SD	VA	WI	WY

Q - How many and what states and/or territories have "evening or overnight" child care centers?

In **46** [86.8%] there are "evening and/or overnight centers:"

AL	AR	AZ	CA	CO	CT	DC*	FL	GA	HI
IA	ID	IL	IN	KS	KY	LA	MA	MD	ME
MI	MN	MO	MS	MT	NC	ND	NE	NJ	NM
NV	NY	OH	OK	PA	SC	SD	TN	TX	VA
VI	VT	WA	WI	WV	WY	---	---	---	--

*23 hour care.

Q - How many and what states and/or territories have a policy regarding smoking in a licensed/certified child care center?

40 [75.5%] prohibit smoking at a child care facility:

AK	AL	AR	AZ	CA	CO	DE	FL	GA	HI
IA	IL	IN	KS	LA	MD	ME	MI	MN	MO
MS	MT	ND	NE	NH	NM	NV	NY	OH	OK
OR	PA	RI	TX	UT	VA	VI	VT	WA	WI

12 [22.6%] states and/or territories permit smoking in designated areas and with restrictions:

CT	DC	KY	MA	NC	NJ	PR	SC	SD	TN
WV	WY								

1 [1.9%] state permits smoking with no restrictions:

				ID					

Q - Which states and/or territories have pre-service training requirements for staff?

Type/Amount	Center Directors or Administrators	Head/Lead Teacher or Program Director
Combination of Education and Experience Required	AK, AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, IA, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VI, VA, VT, WA, WI, WV, WY	AL, AZ, CA, CO, CT, DC, DE, FL, GA, HI, IL, IN, KS, MA, MD, ME, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NV, NY, OH, OR, PA, PR, RI, SC, SD, TX, UT, VA, VT, WA, WI, WV, WY
Special: i=infant t=toddler s=sick/mildly sick d=disability	NV (i,t,s,d) TX (i)	CA (i,s), DE (s,d), HI (i,w), IL (d), MA (i,t), NM (i,t) PA (d), TX (i), VA (d) WY (I,T)
CPR/first aid	AR, CA, CO, CT, DC, GA, IN, KS, MA, MS, MT, NM, NV, PA, PR, SC, SD, TX, UT, VA, VT, WA, WV, WY	AR, CA, CO, CT, DC, GA, IN, IA, KS, MA, MS, MT, NM, NV, PA, PR, SC, SD, TX, UT, VA, VT, WA, WV, WY
Orientation	NE, OK, TN	GA, KY, LA, OK, SC, TN, TX
None		AK, AR, ID, KY, LA, MI, NM, OK

Type/Amount	Other Teaching Staff	Other Staff: Dieticians, Aides, Volunteers, Food and Administrative Staff
Combination of Education and Experience Required	AZ, CA, CO, DC, DE, FL, HI, IL, IN, KS, MD, MN, MO, MS, MT, ND, NE, NH, NV, NY, OR, PA, RI, SC, TX, UT, VA, VT, WI, WV	AL, AR, AZ, DC, DE, IN & KS (aides), MO, MS, MT & NE (aides), RI (nurse), UT
Special: i=infant t=toddler s=sick/mildly ill d=disability	CA (i,s), CO (i,t), DE (d,s), FL (s), HI (i,s), KS (i,t,d), MA (i,t), MD (i,t), TX (i), VA (d), WI (i, t), WV (i,t), WY (i)	CO (i,t) - aides only CT - dietician RI (i,t) - nurse
CPR/first aid	AR, CA, CO, CT, DC, GA, IN, KS, MA, MS, MT, NM, NV, PA, PR, SC, SD, TX, UT, VA, WA, WV, WY	------------
Orientation	GA, KY, LA, MA, OK, SC, TN, TX, WI	GA (Aides), KY, MN, NJ, OK, SC, TN, TX, UT, WA, WI
None	AK, AL, AR, IA, ID, IL, KY, LA, MD, ME, MI, NC, NM, NJ, OH, OK, PR, SD, VI	AK, AR, CA, CO, CT, FL, HI, IA, ID, IL, IN, KY, LA, MA, MD, ME, MI, NC, ND, NH, NJ, NM, NV, NY, OH, RI, TX, VA, VI, VT, WA, WI, WV, WY

Q- Which states and/or territories have in-service training requirements?

Hours annual unless noted otherwise	All Teaching Staff	Director/ Administrator	Lead/Head Teacher and Program Director
1-3			MD(3)
4-6	AL(4), CO(6), ID(4), NH(6), PA(6), VT(6)	MD(6), KS(5), PA(6)	-----------
7-13	AR(10), AZ(12) CO(9),FL(8), GA(10), IA(10 1st yr, 6 after), KS(10) IN(12), KY(12), LA(12), MO(12), MT(8), ND(13), NE(12), NJ(12), NV(12), OK(12), TN(12), VA(8), VT(12)	IA(10 1st yr, 8 after), MO(12) MT(8), ND(10) NE(12), NV (12) VA(8), VT (12)	AL (8), IA(10 1st yr, 8 after), KS(10), NJ (12)
15-30	AK(15), DE(15) IL(15), MA(20) MS(15), NM(24 NY(15 in 2 yrs) OH(15, max 45) OR(15), RI(20), SC(15), SD(20), TX(15), UT(40 1st yr, 20after) WI(25), WY(30)	AL(24),IL(15), KS(15) ME(24) MS(15),NM(24) NY(15 in 2yrs) OH(15, max 45) OK(20), OR(15) SC(20), SD(20) TN(18), TX(20) WI(25), WY(30)	WI(25)
Based on the number of hours worked	CT(1%), ME(24>20 hrs/wk, 12<20 hrs/wk, MN(2%)	-----------	-----------
Number of hours not defined	DC, NC, NJ, VI, WA, WV	DC	-----------
Special: i=infants t=toddlers s=sick care d=disability	IL(d), NJ(s), VI(d), UT(i), VT(i,t)	-----------	CA(s)
None	CA, HI, MI, PR	CA, HI, MI, NH, PR	-----------

ALABAMA (AL)

Information
Supplied by: Dianne Wright, Child Development Manager
Child Day Care Partnership
DHR, Office of Child Care Licensing
50 Ripley Street
P.O. Box 304000
Montgomery, AL 36130-4000
PHONE: (334) 242-1425/(334) 745-8142 X 230
FAX: (334) 353-1491/(334) 741-7555

Number and Definitions of Regulated Programs

-**1,340** licensed centers.
-Nursery schools, prekindergartens operating longer than four hours a day and not operated by public schools are subject to licensure; religiously affiliated facilities are exempt, but have the option of being licensed.
-No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
-Licensor to center ratio: approximately 50 centers per licensing consultant.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed every 2 years; no license fee.
-No orientation required prior to licensure of center.
-Written fire and health department approvals required.
-General or professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 32 sq. ft.; outdoor - 60 sq. ft.
-Staff/child ratios: birth - 18 months (1:6); 18 months - 2 1/2 years (1:8); 24 mos. - 36 mos. (1-9); 2 1/2 - 4 years (1:12); 4 years to schoolage (1:20); 6 - 8 years (1:22); 8 years and older (1:25). When children of different ages are grouped together, staff-child ratio shall be according to the age of the youngest child if more than 20% of children are in the younger age category.
-Naptime staff/child ratios: 3 weeks - 18 months (1:6); 18 months - 2 1/2 years (1:16); 2 1/2 years and older (1:40).
-Group size delineations: none.
-Regulations do not permit the care of mildly ill children in child care centers.
-State does not notify centers of Consumer Product Safety Commission data on banned children's equipment.
-Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care; a data base is maintained and deaths are investigated. Reports of missing child investigated by licensing office and possibly by protective service unit.

Unannounced Inspection Policy

-Renewal, annual and complaint inspections are unannounced.

Complaint Procedure

-Policies that require immediate closing of a center exist.
-Length of time center has to come into compliance depends on situation.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against a center are prioritized and investigated.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 19; younger staff can work but may not be counted in child/staff ratio.
-Compliance with ADA in staff hiring is in the process of being reviewed and, if necessary, corrected, by the ADA coordinator for the state. Most centers have published notices that they are equal opportunity employers.

Staff Prescreening

-Staff required to have a medical examination once every 4 years; no recent changes in the TB screening policy; TB skin test required once initially.
-Child abuse clearance is required.
-Crimes that prohibit employment: criminal convictions that indicate unsuitable character to work in a child care facility include: sex related crimes; crimes against a child, sale or distribution of controlled substance, murder, manslaughter, negligent homicide and robbery.
-Required - Criminal history checks required for current and new staff and volunteers in centers. Fingerprints will be done. Check includes State and Federal. New staff are allowed to begin work if they sign a mandatory statement disclosing any criminal history. If report indicates criminal history of a prohibited type, staff must be dismissed. Chest x-ray (only required if TB test is positive).
-Not required - AIDS test, Hib and measles immunizations, and drug and alcohol tests.
-Self-disclosure required for criminal records.
-Conditional hiring prior to results of prescreening allowed for criminal history if mandatory statement is signed.
-3 written references from non-relatives, including at least one previous employer, required for center staff.

Staff Training

-Preservice education and experience required for center directors; high school diploma or GED required for teachers.
-Directors must obtain at least 24 clock hours of training each year; child care workers must obtain at least 12 clock hours of training each year; service staff shall obtain at least 4 clock hours of training each year.
-No special training required for infant care, special needs care, sick child care, or drop in care.
-CPR/first aid is required for at least one person at the center at all times.
-On-line training is accepted for in-service training, with the exception of CPR training, with written documentation of subject area and number of hour.

Child Documentation Policy

-Center must keep specific information on each enrolled child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized according to the schedule prescribed by the State Health Department; includes Hib and chicken pox.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.

-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Medication Policy
-Regulations require parental authorization in writing.

-Prescription drugs and over-the-counter drugs, must be in original containers, labeled with child's name and directions for administering; times medication was given must be provided to parents, if requested.

National Life Safety Fire Code Policy
-Has been adopted by state.

Playground Policy
-Specific equipment required--must be anchored and free of hazards.

-Regulations do not prohibit use of trampolines at child care centers.

Regulatory Process Subcontracting Policy
-AL does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy
-Smoking prohibited on premises.

Swimming Pool Policy
-Guidelines for swimming pools include: fence, locked gate, lifeguard and Red Cross lifesaving certificate.

-Child/staff ratio is affected: More staff is required.

Transportation Policy
-Regulations concerning the transportation of children exist.

Drop-In Child Care
-Centers can provide "drop-in" child care if there are vacancies in the group to which the child will be assigned; child/staff ratios must be maintained; required records are maintained; an advanced plan of care must be made with the parent/guardian.

Infant Care Programs
-No separate regulations, they are included in Minimum Standards.

-No centers provide care to "infants only."

Overnight Care Programs

-Special requirements include: bathing facilities, staff, and sleeping accommodations.

-46 licensed for nighttime care (includes evening and overnight).

-New regulations will combine day care and nighttime care in one license; operating hours will be stated on the license.

Programs for Children with Disabilities

-Compliance with ADA in providing services to children involves trying to establish training for providers to help them understand the requirements of Title 3.

School Age Programs

-No separate regulations exist; included in the Minimum Standards for Child Care Centers.

Sick Child Care Programs

-No separate regulations.

Subsidized Programs/Tiered Riembursement Rates

-Contact Jeanetta Green, DHR, 50 Ripley Street, Montgomery, AL 36130; phone (334) 242-1425.

-Tiered Reimbursement program is being considered, but not in place at present time.

Surveillance Camera Policy

-Not addressed in current standards, not specifically allowed or prohibited.

Reporting Child Abuse and Neglect

-Contact any Sheriff's Dept. or any County DHR office.

Parental Contacts

-State does not have monitoring or inspection information on licensed facilities available to parents via the Internet.

Local Contacts

-Mobile County Department of Human Resources
P.O. Box 1906
Mobile, AL. 36633-1906

-Madison County Dept. of Human Resources
2206 Oakwood Avenue, N.W.
Huntsville, AL. 35810-4499

New or Pending Legislation

-New Minimum Standards effective as of 1-22-01. Staff-child ratios changes delayed until 1-22-03 and again on 1-22-04 to allow centers time to plan for changes.

ALASKA (AK)

Information Supplied by:	Karen Ann Darby Department of Education & Early Development Child Care Licensing 619 E. Ship Creek Avenue, Suite 230 Anchorage, AK 99501 PHONE: (907) 269-4600 FAX: (907) 269-1064

Definition and Number of Regulated Programs

- -**230** licensed child care centers [128 by the State of Alaska; 102 by the Municipality of Anchorage (contact: Martha Anderson, 907-343-4758, fax: 907-343-4727)]. By definition in AK, a Child Care Center cares for 13 or more children.
- -Nursery schools and prekindergartens centers are included in this number; preschools are certified by the AK Dept. of Education and are not included in this number.
- -No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- -Licensor to center ratio: 1:14 for State; 1:20 for Municipality of Anchorage.

Requirements

- -License required; preapproval inspections required.
- -Licenses are renewed every two years after initial one-year provisional license; renewal inspections required; no license fee.
- -No State orientation required prior to licensure of a child care center.
- -Fire safety and sanitation inspections required biennially after initial one-year provisional license period.
- -General and/or professional liability insurance not required.
- -Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- -Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- -Staff/child ratios: infants - 1:5; toddlers - 1:6; preschool - 1:10; kindergarten - 1:14; schoolage - 1:18; mixed age groups - ratio for youngest age group applies if any preschoolers or younger children are present; otherwise the ratio for the majority of the children present is applied.
- -Naptime staff/child ratios: same as above; no change.
- -Group size delineations: Maximum group size at any one time during the day may not exceed twice the maximum number of children allowed under the child-to-caregiver ratio for the youngest child in the group.
- -Centers must have at least one caregiver on duty at all times with current CPR and first aid training.
- -Regulations allow for care of mildly ill children in child care centers.
- -State provides Consumer Product Safety Commission data on banned children's equipment to facilities; identified items are discussed with facility administrator and removal is required as part of license inspection process.

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-Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care.

Unannounced Inspection Policy

-Centers may receive unannounced inspections at anytime. Usually this happens in the case of a complaint or when licensing staff has reason to believe center is not complying with regulations/law.

Complaint Procedure

-If well being of a child is in jeopardy, center may be closed immediately.
-Noncompliance situations where children are not in jeopardy require only a warning.
-Length of time center has to come into compliance is variable, up to 90 days.
-Resource and referral agencies, as well as Day Care Assistance administrators, are notified when a center is closed.
-Complaints registered against a center are responded to.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for administrator is 21; minimum age requirement for caregivers is 18.
-No information available regarding ADA in staff hiring.

Staff Prescreening

-TB screening: all individuals, age 16 and older, having contact with children in a child care facility shall submit documentation of tuberculin clearance to the licensing representative.
-Medical examination may be required upon request; child abuse clearance is required; criminal background check required for all administrators and all facility occupants 16 years or older.
-Crimes that prohibit employment: any history of indictments, charges, or convictions for an offense against the family and vulnerable adults under AS 11.51. Perjury, or a "serious offense: as defined by AS 12.62.900 or (in the past ten years) misdemeanor crime of assault, reckless endangerment or misconduct involving a controlled substance.
-Not required - AIDS test, Hib and measles immunizations, drug and alcohol tests; any evaluation from a health, mental health, or probation professional which, in the department's discretion are needed can be required.
-Additional disqualifiers for employment include alleged perpetration of an incident of child abuse or neglect where the evidence substantiates the allegation; physical health, mental health, or behavioral problems that pose a significant risk to the health, safety or well-being of children in care; or applicant was subject of prior adverse licensing actions per AS 47.35.120(b)(1)-(8).
-Conditional hiring prior to results of prescreening not allowed.
-3 written references including 2 from non-relatives and including 1 from a previous supervisor required for administrator; 3 written references including 2 from non-relatives required for caregivers.
-Fingerprinting required of all individuals 16 years or older who have contact with children in the facility.

Staff Training

-12 hours college level credit in early childhood education a current CDA required for all center directors; additional annual continuing education requirements for administrators; no requirements for lead/head teachers, assistant teachers, teacher aides or dietician and kitchen staff.

-There must be at least one "child care associate" for every 30 children in care who meets the same training requirements as the administrator (director).

-20 hours annual in-service training (including at least 1 hour on recognition/prevention of Shaken Baby Syndrome, SIDS and developmental levels and needs for infants and toddlers if infants and toddlers are in care) required for center staff, PLUS any other required CPR/First Aid and Orientation Training.

-Orientation is required for each caregiver to include teaching about Policies/Procedures, special needs of specific children, emergency/health/safety measures, responsibilities of caregivers, and statutory requirements.

-On-line training is accepted for in-service training requirements from C.A.R.E.S. for from the University with documentation of completion. On-line CPR training is not accepted.

Child Documentation Policy

-Center must have on each enrolled child: emergency record card; record of immunizations, information on each child's allergies, and any required medical treatment; must keep daily attendance record.

-No provision for screening children for blood lead level prior to acceptance in licensed child care programs.

Child Immunization Policy

-Enrolled children must be immunized against Hib, mumps, hepatitis A & B, chicken pox, diphtheria, tetanus, measles and rubella.

Discipline Policy

-No form of corporal punishment may be used on any child in care.

-Behavior guidance must provide for positive reinforcement, redirection, and the setting of realistic expectations and clear and consistent limits.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure; although testing is not automatically done, if a problem is suspected, the Dept. of Environmental Conservation does inspect.

-There is no state financial assistance for the inspection and remediation of child care facilities for lead, asbestos or radon.

Medication Policy

-Regulations contain specific rules for administering over the counter or prescription medication and medical procedures: must have written parental permission; all medications must be in original containers with instruction for dispensing; in a facility with one or more employees, only a designated staff member may administer medication and maintain records.

National Life Safety Fire Code Policy

-An adaptation is used; Uniform Fire Code and Uniform Building Code.

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Regulatory Process Subcontracting Policy

-AK does not subcontract any of the child care center regulatory process to a public or private agency/organization.

-AK law allows delegation of licensing authority to a municipality; i.e. the municipality of Anchorage has assumed authority for child care center and home licensing.

Playground Policy

-Regulations contain rules for playground safety including: equipment is free of hazards and securely anchored, unless it is portable and self supporting; free of entrapment, pinch or crush points, sharp points, corners or edges; provides clearance between equipment an any objects that may cause injury; covering around and under play equipment with shock absorbing materials.

-Regulations prohibit the use of trampolines in child care centers.

Smoking Policy

-Smoking is prohibited in centers at any time.

Swimming Pool Policy

-No guidelines for the use of swimming pools by child care centers. But centers must have parental permission before children may use pools.

Transportation Policy

-Requirements concerning the transportation of children exist.

Drop-In Child Care

-"Drop-in" child care is regulated in the same manner as day care centers.

Infant Care Programs

-No separate regulations for centers which service infants.

-No centers provide care to "infants only."

Overnight Care Programs

-No overnight care programs in centers.

Programs for Children with Disabilities

-Staff orientation must include training in care of specific children with disabilities; before admission of child with a special need, there must be discussion with parent for a plan of care and IEP; mainstreaming of children required per ADA.

School Age Care Programs

-Care will supplement child's school activities, providing change of pace and interest between school and child care program; freedom appropriate to the age of the child and opportunities for self-reliance and social responsibility; separate space, equipment, and supplies for the school age children if their presence infringes on the required space, equipment, and supplies for younger children; opportunities for school-age children to participate in the selection and planning of their own activities.

-Separate regulations do not exist for school age child care.

Sick Child Care Programs

-A facility that cares for a mildly ill child shall arrange a plan of care with the parent and provide a place where, under adult supervision, the child may rest or play quietly apart from other children.

Subsidized Programs/Tiered Reimbursement Rates

-Contact Alaska Dept. of Education and Early Development, Child Care Programs, 619 E. Ship Creek Ave. #230, Anchorage, AK 99501 (907) 269-4600.
or
Alaska Department of Health & Social Services, Division of Public Assistance, P.O. Box 110640, Juneau, AK 99811-0640, (907) 465-3347.
-No Tiered Reimbursement Program in place at the present time.

Surveillance Camera Policy

-Regulations do not address use of surveillance cameras.

Reporting Child Abuse and Neglect

-Call 1-800-478-4444, or call the nearest office of AK Division of Family and Youth Services. Local contacts for child abuse and neglect:
-Southeast Regional Offices; 3025 Clinton Drive, 2nd floor, Juneau AK, 99801; (907) 465-3235
-Southcentral Regional Offices; 550 West 8th Avenue, #304; Anchorage, AK 99501; (907) 269-4000;
-Northern Regional Offices; 751 Old Richardson Highway, #300; Fairbanks, AK 99701; (907) 451-2650.

Parental Contacts

-No information available via the Internet on monitoring or inspection information on licensed facilities.

Local Licensing Contacts

-Southeast Regional Offices
801 West 10th Street, #200
Juneau, AK 99801
(907) 465-4756

-Northern Regional Offices
542 4th Avenue, Suite 212
Fairbanks, AK 99701
(907) 451-3198

Southcentral Regional Offices
619 E. Ship Creek Ave. Suite 230
Anchorage, AK 99501
(907) 269-4600

Municipality of Anchorage
CAC Licensing
825 L Street, 3rd floor
Anchorage, AK 99501
(907) 343-4758

New or Pending Legislation

-New regulatory changes are reflected in the above information, and took effect on 2/8/02. Additional new revisions are in development at the time of this report.

ARIZONA (AZ)

Information
Supplied by:

Lourdes B. Ochoa
Health Program Manager
Department of Health Services
Office of Child Care Licensure
1647 E. Morten, Suite 230
Phoenix, AZ 85020
PHONE: (602) 674-4220
FAX: (602) 861-0674

Number and Definition of Regulated Programs

-**2,084** licensed centers.
-Nursery school, prekindergartens and religiously affiliated centers are included, including those operated by the public schools.
-No regulations for child care facilities that operate in health clubs, spas, bowling alleys, etc. when parents are on the premises.
-Licensor to center ratio: 1:102.

Requirements

-License required; preapproval inspection required.
-License renewed every three years; $150 fee initially and at renewal goes to the General Fund.
-Orientation required prior to licensure a center in: policies and procedures, rules and statutes.
-Fire safety inspection required every 3rd year; building code inspection initially; kitchen sanitation inspection and gas inspection required annually.
-General liability insurance in the amount of $300,000 is required; no requirement for professional liability.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 35 sq. ft. for infants and one year olds, 25 sq. ft. for two year olds and older; outdoor - 75 sq. ft. per child.
-Staff/child ratios: infants-1:5 or 2:11; one year olds-1:6 or 2:13; two year olds-1:8; three year olds-1:13; four year olds-1:15; five year olds-1:20; school age-1:20; mixed age groups - the ratio of the youngest child in the group.
-Naptime staff/child ratios are the same as at other time.
-Group size delineations: none.
-At least one person must be on premises at all times with current certificates in first aid and CPR.
-Regulations do not allow for the care of mildly ill children in centers.
-State does not notify centers of Consumer Product Safety Commission data on banned children's equipment.
-Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care in order to determine if proper procedures were followed.

Unannounced Inspection Policy

-One unannounced visit annually.

Complaint Procedure

-No policies that require the immediate closing of a center.

-If found in violation of licensing regulations, center must come into immediate compliance or have written plan for correcting deficiencies and proposed date for completion.

-License may be revoked or suspended at any time for fraud or deceit in obtaining the license; center personnel incorrectly registered; center has personnel addicted to drugs or alcohol, who have engaged in physical, emotional or sexual abuse, who use unacceptable disciplinary methods, or failure to comply with the provisions of the Child Care Act.

-Resource and referral agencies are notified of center closings through telephone contact.

-Complaints against a center are scheduled and investigated in accord with priorities assigned by the Team Leader. These are: (1) 48 working hours following receipt; (2) 10 working days of receipt; (3) 30 working days of receipt; (4) evaluation without an on-site visit; and (5) next on-site visit.

Staff Qualifications

-No state recommended salary schedule for staff.

-Minimum age requirements: 16 years for a volunteer or paid assistant teacher with supervision; 18 years for teacher caregiver; 21 years for director.

-High school diploma or the equivalent.

-6 months experience required to work without supervision.

-Compliance with ADA in staff hiring is not addressed by the Office of Child Care Licensing at this time.

Staff Prescreening

-Fingerprinting and criminal records background check required within 20 days of employment and upon transfer to another corporation or private business.

-Crimes that prohibit employment: crimes against children; sex related crimes; drug related offenses; child care personnel means any employee or volunteer working at a child care facility.

-No recent changes in the TB screening policy - skin test for TB required prior to employment; chest X-Ray required if TB test is positive; tuberculin tests are required for center personnel as follows: a tuberculin skin test shall be obtained prior to employment and for volunteers who will be in contact with children at the center on a weekly basis; if a prospective employee is known to be tuberculin skin test positive, that individual shall submit verification of current freedom from communicable tuberculosis based on examination by a physician or public health clinic. Personnel who have previously tested positive on skin tests must obtain a chest x-ray and sputum examination at any time they manifest symptoms compatible with tuberculosis. If the center is located in a home, every member of the household shall be subject to the tuberculosis screening required for personnel.

-Written statement is required to be provided by the individual, testifying to immunity of measles.

-Not required - medical examination, child abuse clearance, AIDS test, Hib immunization, and drug and alcohol test.

-Conditional hiring before results of prescreening not regulated.

-Six references required: 3 personal and 3 professional.
-No special requirements regarding substitutes.

Staff Training

-A combination of preservice education/experience is required for all staff; different depending upon position.
-All staff required to participate in 12 hours of in-service training annually.
-No special training required for infant care, sick child care, or drop in care; training for care of children with disabilities may be required depending upon the nature and severity of the child with a disability.
-No on-line training accepted for in-service training.

Child Documentation Policy

-Complete file must be maintained on each child; must be enrolled by parent or guardian; record of proper immunizations; custodial award to court on the application.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children are required to be immunized, except for documented medical or religious exemptions.
-Hib immunization required; regulations require a verifiable record provided by the child's health care provider, parent or guardian stating that the child has received the age-appropriate immunizations for Haemopilus Influenza, Type B.

Discipline Policy

-Corporal punishment is not allowed.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Facilities are required as a condition of licensure to test the environment for lead, asbestos, and oil, but not for radon. Records are kept by the AZ Department of Environmental Quality and the applicable county office of air pollution control.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon, lead or oil.

Medication Policy

-Regulations allow centers to dispense over the counter and prescription medications with written permission and instructions from parents; a licensed health care provider is required for glucose monitoring tests.

National Life Safety Fire Code Policy

-State has adopted 1995 edition of NFPA 101 Life Safety Code for child care centers.

Playground Policy

-Regulations have specific rules for playground safety. Use of trampolines is prohibited in child care centers.

Regulatory Process Subcontract Policy

-No information available.

Smoking Policy

-Smoking is prohibited in child care centers.

Swimming Pool Policy

-Swimming pool must be enclosed by a wall, fence or barrier that meets the requirements of the swimming pool ordinance enacted by local government.
-Swimming pools that are a minimum of 2 feet in depth must have been inspected by the Department or a city or county health department prior to use by children in care and must meet requirements (found in ACC R9-811 through ACC R9-8-852);
-Private pools of less than 2 feet in depth must be (B)(1) and (B)(2) requirements; otherwise they are prohibited; these pools are excluded from meeting the following (B)(1) requirements: minimum swimming pool inlets, bottom drains, water vacuum cleaning systems and ring buoy with attached rope.
-Child/staff ratio is affected: A minimum of 2 personnel on the center's premises at all times whenever 6 or more children are present.
-In addition to child/staff ratios, there shall be at least one additional person certified in advanced lifesaving and CPR to be present (in a private pool).

Transportation Policy

-Vehicle must be properly maintained; driver must be at least 18 years of age, hold a current Arizona driver's license, and current first aid certificate.
-Child restraints and seat belts required, depending on age/weight of child.
-First aid kit and children's emergency medical care authorization must be in vehicle.
-Additional staff required if children being transported are not yet school age.

Drop-In Child Care

-Licensed facilities may offer drop-in care.

Infant Care Programs

-Supplemental program standards for infants; supplemental equipment required.
-There are centers providing care to "infants only," defined as any child who is 12 months of age or younger, or who is under 18 months and not yet walking.
-There are 8 centers in the state that provide infant care only; and 462 centers which provide infant care services and other services.

Overnight Care Programs

-Special regulations include activity, bed, bathing, toileting, and personal grooming requirements as well as staffing requirements.
-93 centers provide overnight care.

Programs for Children with Disabilities

-Supplemental.
-No mainstreaming required in addition to general program and equipment standards, there are requirements for in-service/training, physical plant modifications, personnel/child ratios, and parent conferences.
-Compliance with ADA in providing services to children: Department has removed classification from license, indicating all providers are required to comply with ADA. Architectural review includes requirements in compliance with ADA.

School Age Care Programs

-Supplemental program standards for school-age children.
-Equipment standards.

Sick Child Care Programs

-Sick children are not allowed under present regulations.

Subsidized Program/Tiered Reimbursement Rates

-Contact Department of Economic Security (DES) at (602) 542-4248.
-DES has a program for tiered reimbursement.

Surveillance Camera Policy

-Regulations do not address use of surveillance cameras, therefore, this is a business decision if a facility wants to use them.

Reporting Child Abuse and Neglect

-Cases of child abuse or neglect should be reported to Child Protective Services (888) 767-2445 [(888) SOS-CHILD] (statewide) and 530-1800 in Maricopa County.

Parental Contacts

-Enforcement actions are available via the Internet.

Local Contacts

-Three state licensing offices:
 - 1647 East Morten Avenue, Suite 230, Phoenix, AZ 85020
 - 2519 East 7th Avenue, Flagstaff, AZ 86004
 - 400 W. Congress, Suite 100, Tucson, AZ 85701.

New or Pending Legislation

-None.

ARKANSAS (AR)

Information
Supplied by: David Griffin, Administrator
DCFS - Child Care Licensing
P.O. Box 1437, Slot 720
Little Rock, AR 72203-1437
PHONE: (501) 682-8590
FAX: (501) 682-8666

Number and Definitions of Regulated Programs

-2,574 licensed child care sites (Includes 1,430 child care (preschool) sites; 791 infant/toddler programs and 353 school age sites.)
-Nursery schools, prekindergartens and religiously affiliated centers are included in the number.
-No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
-Licensor to center ratio: 1:75, includes a mix of centers and family child care homes.

Requirements

-License required when 6 or more children are in care; preapproval inspection required.
-Licenses are open ended; license fee varies from $15 - $100; all fees deposited in the Child Care Provider Fund for payment of background checks.
-Orientation not required prior to licensure of a center but new directors must have 3 days of orientation during the first 6 months.
-Fire safety and sanitation inspection required annually; zoning required initially.
-General liability and/or professional liability insurance not required.
-Physical security of the child care facility (such as card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:6; toddlers - 1:9; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:18; schoolage - 1:20; mixed age group - meet ratio for youngest child in group.
-Naptime staff/child ratios: reduce by 50% for centers; no change for infants.
-Group size delineations: two times the number allowed with one staff member.
-Center must have one person on duty at all times center is in operation who is certified in CPR.
-Regulations permit the care of mildly ill children in child care centers.
-Regulations require that all Consumer Product Safety Products banned children's products be removed from facilities; Attorney General's Office will mail to each facility and they will self-certify that products have been removed; licensing specialists will monitor the process.
-Regulations require centers to notify licensing the death of a child, a missing child or a child's injury that requires medical care; the licensing unit

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investigates to ensure any issues have been resolved and facility staff acted appropriately.

Unannounced Inspection Policy

-Goal is for unannounced inspections three times per year; more often if complaints are received.

Complaint Procedure

-Immediate center closing only required in emergency situations.
-Warning required for items not thought to immediately jeopardize health or safety.
-Length of time center has to come into compliance depends on severity of the non-compliance.
-Once closed, the center is removed from the information systems of resource and referral agencies.
-Complaints registered against a center are responded to.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for center director is 21; minimum age requirement for remaining center staff is 18.
-Centers will soon be provided with information regarding ADA policy in staff hiring; the act is referenced in the regulations.

Staff Prescreening

-Medical exam, child abuse, criminal background check, chest x-ray or TB skin test; hiring is dependent upon a clear record or screen; no recent change in TB screening policy.
-Fingerprinting is required for the owner/operator or anyone not a resident of AR for the past 6 years.
-Persons that are applying to own or operate a child care center, those with residence in Arkansas and special volunteers must have a national criminal records check done.
-Crimes that prohibit employment: assault, neglect, battery, sexual offenses, drug offenses and other felonious charges. However, those with offenses five years and older may have their case reviewed on an individual basis.
-Not required - AIDS, drug or alcohol tests and measles and Hib immunizations.
-Written documents required from last 6 years of employment.
-Temporary substitutes must meet staff requirements if they are counted in the staff-to-child ratios.

Staff Training

-Center directors must have a high school diploma plus 4 years experience or a CDA or AA degree with an emphasis in early childhood, or a Bachelor's degree; lead/head teachers, assistant teachers, teacher aids and the dietician and kitchen staff must have a high school diploma or GED.
-10 hours of specific early childhood education from approved trainers.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-All staff shall receive an orientation on basic health and safety; at least one adult member of the staff who is certified in infant and child CPR must be on site while children are present.
-On-line training is accepted for in-service training, with exception of CPR

training, if affiliated with a known University or situations where actual time spent can be verified.

Child Documentation Policy
-Child records must be kept and made available to the Division of Children and Family Services Licensing Staff on request.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including Hib; children entering care after age 36 months not required to have Hib.

Discipline Policy
-Corporal punishment is not allowed.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, radon or asbestos as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Medication Policy
-Specific regulations for dispensing over the counter and prescription medication. Other medical services may be provided under physician direction, with written instructions.

National Life Safety Fire Code Policy
-Has been adopted; enforced by Fire Marshal; portions relating to child care centers utilized.

Playground Policy
-Regulations include specific rules for playground safety.
-Regulations prohibit the use of trampolines in child care facilities.

Regulatory Process Subcontract Policy
-AR does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy
-Smoking is prohibited in the physical confines of a child care facility.

Swimming Pool Policy
-Requires health department approval; staff must have Red Cross Life Saving certification or Water Safety Instructor.
-Reduced child/staff ratios: 3 year olds - 1:2; 4 year olds - 1:3; and 5 year olds - 1:5; first grade and up - 1:8.

Transportation Policy
-Staff transporting children shall have a current valid driver's license or a

commercial driver's license; vehicle shall be licensed, insured and maintained in proper working condition and in compliance with AR state laws on transporting children.
-Driver may be counted in staff/child ratio, but shall not be the only adult when more than 12 children over age 3 are transported; for infants and toddlers, a ratio of one adult for 3 children shall be maintained
-Children shall be restrained in an age appropriate, approved restraint while being transported; there shall be a seating space for each child transported; facility shall use an approved child safety seat with proper restraints for transporting each child under age 3 years.

Drop-In Child Care

-"Drop-in" child care is regulated if it doesn't meet an exemption (Pub 001-8/97).

Infant Care Programs

-Additional specific regulations exist in the ares of personnel, program, discipline, nutrition, furniture and equipment, transportation, health and safety.
-791 licensed infant/toddler centers; infant is defined as birth to 18 months.

Overnight Care Programs

-Special regulations for evening and night care regarding sleeping arrangements, staff/child ratio, program, nutrition and health issues exist.
-Number of centers providing overnight care unknown.

Programs for Children with Disabilities

-Division of Developmental Disabilities Services does licensure for DDS sites. If children without disabilities are in care, a dual license is required.
-Centers are provided with information about compliance with ADA.

School Age Care Programs

-Separate regulations for before and after school and summer day camp programs. School Age licenses are issued when applied for. However, providers may care for school age children within a licensed day care center, and mix them with children ages 2 1/2 and up.

Sick Child Care Programs

-Any child who becomes ill and unable to participate in the daily activities must be isolated and supervised. Appropriate action should be taken to meet individual needs of the child. Parents or guardian must be notified and requested to pick up child.
-Program Director must have completed training in 1) communicable disease control; 2) recognition and care of usual childhood illness; 3 & 4) CPR and first aid certification. Staff shall be separated in the same manner children are separated to prevent cross infection. Strict ratios/maximum group sizes; 1:3 infant/toddler with maximum group size of 6; preschool/school age 1:5 with maximum group size of 10.

Subsidized Programs/Tiered Reimbursement Rates

-Contact Bobbie Ferguson, DCFS Subsidized Day Care, Box 1437, Slot 626, Little Rock, AR 72203-1437; phone (501) 682-8763.
-No tiered reimbursement program in place.

Surveillance Camera Policy
-Regulations do not address the use of surveillance cameras.

Reporting Child Abuse and Neglect
-Call 1-800-482-5964.

Parental Contacts
-No information, at the present time, for parents via the Internet on monitoring or inspection information on licensed facilities.

Local Contacts
-Contact local division of Children and Family Services/Department of Human Services Office; one in every county.

New or Pending Legislation
-None.

CALIFORNIA (CA)

Information
Supplied by: Ruth J. McGregor, Policy Analyst
Statewide Child Care Program
California Department of Social Services
Community Care Licensing Division
744 P Street, MS 19-48
Sacramento, CA 95814
PHONE: (916) 229-4510
FAX: (916) 229-4508

Number and Definition of Regulated Programs

-**14,331** licensed centers, with a total capacity of 708,630 children. (Includes 1,593 infant centers--34,623 capacity; 9,754 child care centers--518,787 capacity; 2,973 school age centers--155,120 capacity; 11 centers--100 capacity for mildly ill children.)
-Child care center term is used generically to license nursery schools, preschools, Montessori schools, Head Start, prekindergartens and religiously affiliated centers, infant centers, school age centers and centers for the mildly ill, are included in this number. Infant centers, school-age centers and centers for mildly ill children are issued separate licenses even if they are a component of a combination center.
-No regulations for child care facilities at health clubs, spas, bowling alleys, etc. when parents are on the premises.
-Licensor to center ratio: 1 Licensing Program Analyst to 122 centers.

Requirements

-Licenses are mandatory unless exempt by law; preapproval inspections required.
-Licenses are issued on a perpetual basis; annual licensing fees of from $100 to $1,000 based on capacity.
-Orientation is required prior to licensure of a center including: regulatory requirements and completion of application done in 2 sessions. First is general information in morning and category specific in afternoon. Total of 6 hours.
-Fire safety inspection required at time of application for licensure. However, for purposes of a school age child care program operating on a functioning school site, the school fire inspection is accepted by law as sufficient fire clearance.
-General and/or professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed by the State; however, there is a sign in/sign out procedure for admission and removal of the child from the center; in response to recent concerns about physical security, the Dept's Child Care Advocate Program has prepared a guide for enhancing security in facilities, available upon request.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; preschool - 1:12; schoolage - 1:14; mixed age groups - based on the ratio required for the youngest child in the group.
-Naptime staff/child ratios: infants - 1:4 while awake and 1:12 while sleeping;

preschool 1:12 while awake and 1:24 while sleeping. In both cases the staff must be available at the center to meet the non sleeping requirement.
-Group size delineations: determined by teacher-child ratios and available indoor/outdoor space; no minimum or maximum group size in State regulations.
-One staff member who has pediatric CPR/first aid must be on-site at all times.
-Regulations allow for care of mildly ill children in centers.
-State uses information from Consumer Product Safety Commission data on banned children's equipment as a resource to identify children's equipment.
-State requires centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care. Information used to assess potential problem areas, i.e., unsafe equipment, lack of supervision, etc.

Unannounced Inspection Policy
-Within 10 days of receipt of a complaint; annual visit; plan of correction visit; all visits other than the pre-licensing visit.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Policies that require only a warning exist.
-Time frames for centers to come into compliance vary depending on the type of deficiency to be corrected. Time frames are developed jointly between the center staff and the Licensing staff.
-Resource and referral agencies notified when a center is closed.
-Complaints registered against centers are responded to within 10 days.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18; teacher aides may be less than 18 years old provided that they are either high school graduates, or that they are currently participating in an occupational program conducted by an accredited high school or college; teacher aides must work only under the direct supervision of a teacher.
-Compliance with ADA in staff hiring guarantees equal opportunity and gives civil rights protection to those staff members.

Staff Prescreening
-Staff required to be prescreened by medical exam; fingerprinting required at time of licensure and employment; child abuse clearance required prior to licensure and employment; FBI criminal records background checks are required for all new criminal records clearances.
-Crimes that prohibit employment: child abuse & neglect, elder & dependent adult abuse, kidnapping, car-jacking, sexual offenses, torture or great bodily injury, battery, assault, willful poisoning, unlawfully using a loaded firearm on ground of a child care center, arson causing great bodily injury or in an inhabited structure, felony offenses and drug offenses.
-TB skin test must be performed not more than one year prior to or seven days after initial presence in the facility; no recent changes in the TB screening policy for child care personnel.
-Not required - AIDS test and drug and alcohol tests.
-No guidelines from the Dept. of Health for Hib or measles immunizations.
-All staff who have contact with children must submit their fingerprints to the California Department of Justice before employment, residence, or initial presence in the facility. Volunteers are exempt if they are directly supervised

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by staff with a fingerprint clearance, spend no more than 16 hours per week at the center and are never left alone with children in care.

-Teacher experiences shall be verified as having been performed satisfactorily at least 3 hours/day for a minimum of 50 days in a six-month period under the supervision of a person who would qualify as a teacher (as per DSS regulations).

Staff Training

-Preservice education and experience required for center directors, teachers; no preservice education and experience requirements for teachers aides, the dietician and kitchen staff.

-No annual in-service training required.

-Special training is required for the care of infants and mildly ill children. No special training is required for the care of children with disabilities or for drop-in care.

-At least one director or teacher at all child care centers must have 15 hours of training in preventive health practices to include pediatric CPR/first aid. A person with pediatric CPR/first aid training must be on site at all times, and must be present when children are off site for facility activities, training may include a module on nebulizer care. In addition, all directors and fully qualified teachers at child care centers for mildly ill children are separately required to have pediatric CPR/first aid.

-On line training is accepted for in-service training with the exception of CPR.

Child Documentation Policy

-Records on each child must be maintained.

-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children must be immunized.

-Hib immunization is required on or after the age of 1 year. Hepatitis B immunizations are also required.

Discipline Policy

-Corporal punishment is prohibited.

Emergency Medical Consent Policy

-Written consent required, but does not need to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.

-The issue of providing financial assistance for lead inspection and remediation is being explored by public and private groups concerned with lead poisoning.

Medication Policy

-Regulations have specific rules for centers that choose to handle medications: all prescription and nonprescription medications shall be centrally stored following specific guidelines; shall be maintained with child's name and shall be dated; written approval and instructions from child's authorized representative shall be maintained in child's file.

-Trained staff members may perform blood glucose testing (using a finger-stick test) for the purposes of monitoring a minor child with diabetes and administer

inhaled medications to children using nebulizers. Among other things, legislation requires that the parent/guardian must consent, that the provider must be trained and must follow specific written instructions from the child's physician or designee.
-Staff allowed to administer EpiPen Jr. injections to children as prescribed by a physician and in emergencies only following specific procedures.

National Life Safety Fire Code Policy
-Has not been adopted; see Title 22, section 101171.

Playground Policy
-Regulations have specific guidelines for playground safety including areas shall have fences at least 4 feet high; provide a shaded rest area; equipment and activity areas shall be arranged so there is no hazard from conflicting activities; surface of outdoor activity space shall be maintained in a safe condition; play areas around an under high climbing equipment, etc. shall be cushioned with material that absorbs falls; sandboxes inspected daily and kept free of hazardous foreign materials.
-Regulations do not prohibit use of trampolines in centers.

Regulatory Process Subcontract Policy
-CA does not subcontract any or all of the child care center regulatory process to a public or private agency/organization. The Legislature believes that the Department can best administer this complex process and ensure the health and safety of children in care in child care centers.

Smoking Policy
-Smoking is prohibited on the premises of a licensed child care center where care is given to children.

Swimming Pool Policy
-Guidelines for swimming pools include: at least one adult present during any water activities or near any body of water, with a valid water safety certificate on file at the center.
-Child/staff ratio becomes 1:6 during water activities (1:2 for infants); lifeguards or personnel supervising anyone other than center children are not included in the ratio.
-Red Cross lifesaving training not required by staff.

Transportation Policy
-Separate regulations concerning the transportation of children.

Drop-In Child Care
-"Drop-In" child care must meet center licensing requirements, excluding the requirement to check for or document immunizations and TB testing.
-There is currently one "drop-in" center in California.

Infant Care Programs
-Separate regulations for centers which service infants exist.
-There are centers providing care to "infants only," defined as 0-2 years.
-There are 1,593 "infant only" centers in the state.
-Cribs that are defined by the Infant Crib Safety Act as "unsafe" may not be used on center premises.

-Regulations require that the Department distribute information on SIDS and Shaken Baby Syndrome to child care centers to the extent that such information is made available to Department of Social Services.

Overnight Care Programs

-There are no special regulations for overnight care.
-Centers do provide overnight care, but the exact number is unknown.

Programs for Children with Disabilities

-All current licensing regulations would apply and through the use of waivers and exceptions, alternative requirements would be substituted for existing regulations that would be more appropriate and necessary for the care of children with disabilities.
-Compliance with the ADA in providing services to children prohibits discrimination.

School Age Care Programs

-Separate regulations exist.

Sick Child Care Programs

-Separate regulations for mildly ill children exist.

Subsidized Programs/Tiered Reimbursement Rates

-Contact Maria Balakshin, Director, Child Development Division, State Department of Education, 560 J Street, #220, Sacramento, CA 95814; (916) 322-6233.
-No Tiered Reimbursement program in place at the present time.

Surveillance Camera Policy

-Regulations do no address the use of surveillance cameras in child care centers. Use of internet monitoring will be treated as a matter of parental choice. Licensing has a responsibility to ensure that parents can make an informed choice regarding the transmission of the images of their children. Until regulations are adopted that specifically address the use of monitoring systems, the systems will be allowed in child care facilities provided certain conditions are met, including: their program statement must contain a detailed plan of the system to be used; program statement must be provided to Licensing 60 days in advance for review; parents must receive statement 30 days before installation. Systems cannot be used when any child is in care for whom a parent has not signed the admission agreement reflecting use of the system.

Reporting Child Abuse and Neglect

-Complaints of suspected child abuse can be filed in any of the 13 state child care licensing offices, any law enforcement (city or county) and child protective offices located in one of the 58 county social/health/welfare offices.

Parental Contacts

-No information available via Internet on monitoring or inspections of child care facilities.

Local Contacts

-Child Care Regional Offices:
-Northern Child Care Office, 8475 Folsom Blvd, Suite 130, MS 19-48, Sacramento, CA 95926; Phone 916-229-4500, FAX 916-4508.

- Chico Child Care Regional Office, 520 Cohasset Road, Suite 6, MS 29-05, Chico CA 95926; Phone 530-895-5033, FAX 530-895-5934.
- Sacramento Child Care Regional Office, 8745 Folsom Blvd., MS 19-29, Sacramento, CA 95826; Phone 916-229-4530, FAX 916-387-1933.
- Fresno Child Care Regional Office, 770 E. Shaw Avenue, Suite 330, MS 29-02, Fresno, CA 93710; Phone 559-445-5700, FAX 559-445-5450.
- Central Coast Area Child Care Regional Office, 360 S. Hope Avenue, Suite C-105, MS 29-10, Santa Barbara, CA 93105; Phone 805-682-7647, FAX 805-682-8361.
- Bay Area Child Care Regional Office, 1515 Clay Street, Suite 1102, MS 29-04, Oakland, CA 94612; Phone 510-622-2602, FAX 510-622-2641.
- Peninsula Child Care Regional Office, 801 Traeger Avenue, Suite 100, MS 29-24, San Bruno, CA 95066; Phone 650-266-8843, FAX 650-266-8847.
- San Jose Child Care Regional Office, 111 N. Market Street, Suite 300, MS 29-08, San Jose, CA 95113; Phone 408-277-1286, FAX 408-277-2071.
- Southern Child Care Regional Office, 5167 Bristol Parkway, Suite 400, MS 29-13, Culver City, CA 90230; Phone 310-342-6846, FAX 310-342-6849.
- Los Angeles Area Northwest Regional Office, 6167 Bristol Parkway, Suite 400, MS 29-13, Culver City, CA 90230; Phone 310-337-4333, FAX 310-337-4360.
- Mission Valley Child Care Regional Office, 7575 Metropolitan Drive, Suite 110, MS 29-20, San Diego, CA 92108; Phone 619-767-2200; FAX 619-767-2203.
- Inland Empire Child Care Regional Office, 3737 Main Street, Suite 110, MS 29-12 Riverside, CA 92501; Phone 909-782-4200, FAX 909-782-4985.
- Orange County Chid Care Regional Office, 750 The City Drive, Suite 250, MS 29-13, Orange, CA 92668; Phone 714-703-2800, FAX 714-703-2831.
- L.A. East Child Care Regional Office, 1000 Corporate Center Drive, Suite 200B, MS 29-15, Monterey Park, CA 91754; Phone 323-981-3350, FAX 323-981-3355.

New or Pending Legislation

- Effective 8-7-02 parents have the right to ask if anyone associated with a child care facility has an exemption for a criminal conviction. The licensee/director is required to tell parents if they ask, the name of the individual who has an exemption associated with the facility. The licensee/director must also provide the parents with the phone number of the local licensing office.

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COLORADO (CO)

Information
Supplied by:
Dana Andrews
Licensing Administrator
Division of Child Care
Department of Human Services
1575 Sherman Street
Denver, CO 80203-1714
PHONE: (303) 866-5958
FAX: (303) 866-4453

Definition and Number of Regulated Programs

- **2,844** [includes 1,281 child care centers, 891 school-age child care centers, and 672 part day preschools]
- Nursery schools, prekindergartens and religiously affiliated centers are included in this number.
- Legally exempt centers providing religious instruction more than 50% of the time children are present are not included in this number.
- No regulations for child care facilities caring for children 3 hours or less in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- Licensor to center ratio: 1:150-175; also responsible for foster care institutions and adoption agencies.

Requirements

- License required; preapproval inspection required.
- Licenses now are permanent; annual license fee ranges from $50 - $350, depending on number of children in center.
- No orientation required prior to licensure of a center.
- Separate inspections required every 2 years by the Fire and Health Departments. Building code inspection required at opening and at capacity changes.
- General liability required if centers cares for children paid for by the state; otherwise no general liability or professional liability required.
- Physical security of the child care center is addressed by the State. A sign-in/sign-out sheet or other mechanism for parents and guardians must be maintained daily by the center and must include for each child in care, the date, child's name, time when the child arrived at or left the center, and the parent or guardian's signature or other identifier.
- Facilities must post in plain view: current child care license; most recent licensing, and inspections (or a notice where these documents may be found); in every room the licensed capacity and staff-child ratio must be posted.
- During hours of operation, facility must allow access to parents and guardians having legal custody of a child in care to those areas of the facility that are licensed for child care.

Regulations

- Space requirements per child: indoor - infants: 50 sq. ft.; toddlers: 45 sq. ft.; preschool and school age 30 sq. ft.; outdoor - 75 sq. ft.; a minimum of 1,500 sq. ft. with 150 sq. ft. of shaded area; infant play yard, 400 sq. feet.
- Staff/child ratios: infants - 1:5; toddlers - 1:5; 2 year olds - 1:7; 2 1/2

to 3 year olds - 1:8; 3 year olds - 1:10; 4 year olds - 1:12; five year olds and up - 1:15.
-Group size delineations: 6 weeks - 18 months (maximum group size - 10); 12-36 months (maximum group size - 10); 24-36 months (maximum group size - 14); 2 1/2 - 3 years (maximum group size - 16); 3-4 year (maximum group size - 20); 4-5 years (maximum group size - 24); 5 year and older (maximum group size-30); and mixed age group 2 1/2 - 6 years (maximum group size - 20). In other age combinations, the maximum group size for the youngest child must be utilized if more than 20% of the group is composed of younger children.
-Room sizes: birth - 18 months - 10 maximum; 12-36 or 18-24 months - 20 maximum; 24-36 or 30-36 months - 28 maximum. Preschool-age and school-age groups of children must be separated into age-appropriate activities; groups are not required to be separated from each other by permanent or portable dividers or walls. Toddler-age groups of children must be separated from each other by permanent or portable dividers or other methods as approved by the Department.
-Naptime staff/child ratios: same as above; no change.
-There must be someone at the facility at all times who has current certification in CPR and first aid; one person at all times in each infant room and one person at all times in the toddler nursery area.
-Regulations do not permit the care of mildly ill children in child care centers.
-State does not provide Consumer Product Safety Commission data on banned children's equipment to centers. Information is provided to licensing staff; if they see recalled products at a center they note it as a safety hazard.
-Regulations require centers to notify licensing the death of a child, a missing child or a child's injury that requires medical care; if death is due to negligence, follow-up is done by law enforcement and licensing.

Unannounced Inspection Policy

-All renewal, supervisory and complaint visits are unannounced.

Complaint Procedure

-The facility must post information regarding the procedures for filing a complaint with the Co. Dept. of Human Services, Div. of Child Care, including the telephone number and mailing address.
-No written policies that require immediate closing of a center. However, the law allows suspension of license if conditions endanger children's safety and well-being.
-No warning policy; all violations must be corrected.
-Usual time frame for center to come into compliance is immediate for serious violations or within 30 days for issues not of a health and safety nature.
-Developed a new process for notifying resource and referral agencies when a center is closed; currently working on a process to notify when a center is put on probation.
-Response process when a complaint is registered against a center: very serious: (within 48 hrs.); serious (0-7 working days); moderate (0-17 working days); mild (0-25 working days); and very mild--next reasonable visit or within 60 days.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 16; 16-18 year olds required to have direct supervision of a group leader; must be 18 to work with infants.
-Compliance with ADA in staff hiring involves centers being told they cannot refuse to hire a staff with a disability, must evaluate on an individual basis.

Staff Prescreening

- Staff required to be prescreened by fingerprinting, child abuse clearance, criminal records background check, and medical examination required.
- If an individual has not lived in CO for at least 2 years, a FBI criminal background check is done.
- Crimes that prohibit employment: felonies including child abuse, unlawful sexual behavior, domestic violence, a crime of violence, any felony involving physical assault, battery or a drug-related offense within the 5 years preceding the date of application for a license; pattern of misdemeanor convictions with the past 10 years immediately preceding submission of the application.
- Staff required to have immunizations required by their personal physician, which could include Hib and measles.
- Not required - AIDS test and drug and alcohol tests.
- Conditional hiring is allowed prior to results of prescreening.
- 3 written references required to verify previous employment and position qualifications for staff less than 18 years of age; also character and suitability for working with children.
- Substitutes must meet the qualifications of the position of the person for whom they are substituting; must also be fingerprinted and have TB test.

Staff Training

- Preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides (infant/toddler only), and infant nursery supervisor - variety of combined education and experience options available; no requirements for the dietician and kitchen staff.
- Infant and toddler aides must have completed 8 hours of orientation prior to assignment; infant group leaders must have completed 8 hours of orientation prior to work.
- Annual 9-hour in-service training required for all staff in child care center.
- Special training required for infant care and may be required for individual situations for sick child care--handled on an appeal basis; no special training required for the care of children with special needs or for drop in care.
- CPR/first aid is a separate preservice/in-service training requirement.
- Universal Precautions (1 1/2 hours) required for all staff.
- On-line training is accepted for in-service training if a certificate is received. CPR on-line training is not accepted.

Child Documentation Policy

- For child enrollment, must have child health history and immunizations, social history, emergency authorizations, phone numbers of emergency contact people, medication authorizations, and authorizations for special activities provided by the center.
- No provision for screening children for blood lead levels prior to entrance into a licensed child care program.

Child Immunization Policy

- Immunization must be on file first day of attendance or child cannot be admitted; required to have Hib immunization.

Discipline Policy

- Corporal punishment is prohibited.
- Center must have written discipline policy which is posted or is available to parents and staff.

Emergency Medical Consent Policy

-Parents must sign authorization of emergency medical care, but form does not have to be notarized, unless required by local health care center.

Environmental Policy

-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, radon or lead.

Medication Policy

-Regulations require over the counter medication can only be given with written permission from the child's Doctor and delegation by a registered nurse.

National Life Safety Fire Code Policy

-Not been adopted. Each local fire jurisdiction inspects child care facilities.

Playground Policy

-Regulations have specific rules for playground safety based on the Handbook for Public Playground Safety by the U.S. Consumer Product Safety Commission
-Regulations do not prohibit use of trampolines in centers; they must be supervised by an experienced leader.

Regulatory Process Subcontracting Policy

-One county health department (Denver and one community college) inspect child care centers, part day preschools, and school age child care centers.

Smoking Policy

-Smoking is prohibited during business hours in all areas where child care is provided and when transporting children.

Swimming Pool Policy

-Guidelines state that when a swimming pool is provided, it shall meet the requirements of the Colorado Department of Health. An outdoor pool shall have protective fencing of at least 5 feet with self-closing gates which are locked when pool is not in use; winter coverage, which shall exclude plastic or inflatable-type domes; and a nonskid surface area of at least 5 feet adjoining pool sides. An indoor pool shall be located in a lockable room separated from rooms used for child care or shall be fenced as required for outdoor pools.
-Use of permanent wading pools prohibited. Only portable wading pools under close supervision shall be used. Water temp. of not less than 60 degrees F. shall be maintained. Pools shall be emptied after use by each group of children or at least daily and placed in storage when not in use.
-Child/staff ratio not affected. Required ratio maintained.
-A person with a current American Red Cross basic lifeguarding or equivalent needs to be on-site for each 30 children in the water. Their qualifications are to be documented.

Transportation Policy

-Children must be in approved child restraint system to recommended age and must have written permission to transport. Effective 8-1-03 children 6 years of age must be in an approved booster seat.
-Driver of vehicle must have appropriate drivers' license for the size of vehicle

and vehicle must meet safety standards; must be trained in first aid and CPR.

Drop-In Child Care

-"Drop-in" child care regulations exist, and licensing is required; centers need to appeal certain regulations that may not comply with "Rules Regulating Child Care Centers".

Infant Care Programs

-Additional staff requirements for centers which service infants, specifically for the infant nursery supervisor.

-There are centers providing care to "infants only," defined as 6 weeks to 18 months.

-There are approximately 20 "infant only" or infant/toddler centers for teenage parents, located in or associated with high schools.

Overnight Care Programs

-Special regulations involve: following provisions of care of children required in the Minimum Rules and Regulations for Child Care Centers; a nutritious evening meal shall be served to children, and a bedtime snack shall be offered; type of activities provided in morning and afternoon programs shall be available to children during their waking hours. Quiet activities shall be planned immediately preceding the children's bedtime; children shall be bathed as necessary and changed into comfortable night clothing for sleeping; separate beds, cribs, or cots with sheets and clean, washable covering or 2 in. sleeping pads or mattresses shall be provided for each child. If pads or mattresses are used, the room temperature at floor level shall be at 68 to 72 degrees. Pads and mattresses shall be fitted with clean, washable, removable covering. Permission of parents or guardians shall be obtained for each child who uses a sleeping pad or mattress placed in the floor; all staff members on night duty shall be awake and in the immediate vicinity of sleeping children; child/staff ratio: 1 adult - 6 or fewer children, 2 adults - 7 to 12 children, and one adult for each additional 12 children or portion thereof.

-Centers do provide overnight care, but state has no way to track this at this time with the computer system.

Programs for Children with Disabilities

-No special regulations for the care of children with disabilities; to comply with ADA, centers will care for children with disabilities.

-Compliance with ADA in providing services to children involves centers being told they cannot exclude children with disabilities but must evaluate on an individual basis.

School Age Programs

-A separate set of regulations, "Rules Regulating School-Age Child Care Centers", exists.

Sick Child Care Programs

-No regulations for the care of sick children. If children who are recovering from illness are to be in care a center must appeal the regulations and have policies in place as to who can attend, when and under what conditions. Must have written note from medical personnel and medical oversight of center.

Subsidized Programs/Tiered Reimbursement Rates

-Contact CO DSS, Division of Child Care, Child Care Program Unit: (303) 866-5958.

-Tiered program by county if they choose. At least one county in a metro area has a pilot program paying higher rates for additional training/accreditation.

Surveillance Camera Policy

-Regulations do not specifically address, however, cameras are allowed as long as they are in public areas of facility and parents are aware of the cameras.

Reporting Child Abuse and Neglect

-Contact each county Department of Social Services.

-All staff are mandated by law to report suspected child abuse.

-All staff mandated by rule to sign a statement that they know and are familiar with the definition of child abuse by Colorado law and understand their personal responsibility to report.

Parental Contacts

-No information available via the Internet on monitoring or inspections of licensed facilities. However, by appointment, computer files may be reviewed at the main office in Denver. Electronic licensing histories can be e-mailed, faxed, or mailed to persons who provide a written request for that information.

Local Contacts

-12 staff are out stationed around the state with local business numbers; other child care licensing staff are located at the state office.

New or Pending Legislation

-None.

CONNECTICUT (CT)

Information
Supplied by:

Devon Conover, Public Health Services Manager
Department of Public Health
410 Capitol Avenue - MS #12DAC
P.O. Box 340308
Hartford, CT 06134-0308
PHONE: (860) 509-8045
(800) 282-6063
FAX: (860) 509-7541

Number and Definition of Regulated Programs

-1,622 licensed centers (13 or more children).
-The number of licensed centers includes nursery schools, preschools, prekindergartens, and religiously affiliated centers.
-No regulations for child care facilities that operate in health clubs, spas, bowling alleys, etc. when parents are on the premises.
-Licensor to center ratio: 31 licensors carry a mixed caseload of centers, group and family day care homes.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed every 2 years; license fee is $200.
-No orientation required prior to licensure of a center.
-Fire safety inspection required annually; building code and zoning inspection required initially; health inspection required every 2 years.
-No general or professional liability insurance required, however, centers must have workers compensation insurance.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft. (usable footage). Programs licensed prior to January 1, 1986, maintain the requirement for 30 sq. ft. per child.
-Staff/child ratios: infants - 1:4; toddlers - 1:4; preschool (over age 3) - 1:10; schoolage - 1:10; mixed age groups - 1:4.
-Naptime staff/child ratios: same as above, no change.
-Group size delineation: under 3 years of age (group size - 8) and over 3 years of age (group size - 20).
-One staff member trained in first aid must be on the premises at all times.
-Regulations do not allow for care of mildly ill children in child care centers.
-State makes Information available to licensing staff on the Consumer Product Safety Commission data on banned children's equipment. State web site is linked to CPSC and articles are included in state newsletter "All Children Considered."
-Regulations do not require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care, however, suspected child abuse or neglect must be reported.

Unannounced Inspection Policy

-All inspections are unannounced, except for the initial licensing inspection.

Complaint Procedure

-Policies that require immediate closing of a center are based on individual cases.
-Length of time center has to come into compliance is not specified in law.
-Resource and referral agencies notified when a center is closed.
-All complaints registered against a center are responded to.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age for lead/head teacher is 20.
-Requirements for temporary substitutes are the same as those for regular staff.
-State complies with the ADA in staff hiring.

Staff Prescreening

-Medical examination; criminal records background check; TB skin test or chest x-ray required; no recent changes in TB screening process.
-Criminal records are assessed on an individual basis; effective 9-1-00 FBI fingerprint checks are required.
-Currently there are no crimes that prohibit employment; records are reviewed individually, employment decisions are program responsibility.
-Not required - AIDS test, Hib, and drug and alcohol tests or measles immunization.
-Conditional hiring prior to results of prescreening allowed.
-Staff and child need medical statements that document the presence or absence of any medical or emotional illness or disorder that would currently pose a risk to children in care or would currently interfere with effective functioning as an employee in a child care center.

Staff Training

-Preservice education and specific experience required for lead/head teachers; no requirements for assistant teachers, teacher aides, or the kitchen staff.
-Dietician must be R.D. (only as a consultant if meals are served); other required consultants: early childhood education, health, dental and social service.
-Annual in-service training required - 1% of total hours worked.
-Training required for staff who administer medication and finger stick blood glucose tests to children.
-No special training required for infant care, care of children with disabilities.
-No on-line training accepted by the state for continuing education.

Child Documentation Policy

-The operator of a center must be responsible for maintaining records on each enrolled child which must be kept current and be available at the center.
-Requirement for physical examination for children waived for religious beliefs.
-No provision for screening children for blood lead level prior to acceptance into a child care program.

Child Immunization Policy

-State statutes required all enrolled children to be immunized; including the

Hib immunization; also Hepatitis B for children born after December 31, 1993; except for religious exemptions or medical contra-indications.

Discipline Policy

-Corporal punishment prohibited.
-Policy addressing abuse/neglect and mandated reporting required.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.
-Advanced practice registered nurse or physician assistant may sign a medical statement for an employee or child of center.

Environmental Policy

-Facilities are required to test for lead and radon as a condition of licensure; also for asbestos if an obvious hazard exists with correction required for a hazard. Records are kept on file.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Medication Policy

-Regulations allow programs to administer specified non-prescription topical medication with parent's signature; a doctor's signature not be required for the administration of these non-prescription topical medications. Regulations exist permitting the administration of other medications and for monitoring juvenile diabetes with finger stick blood glucose tests.

National Life Safety Fire Code Policy

-State uses the complete code.

Playground Policy

-Regulations have standards for playground safety. Use of trampolines is not specified in the regulations, however all products must be maintained according to manufacturers directions and safety procedures in place.

Regulatory Process Subcontracting Policy

-CT does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-Smoking is prohibited except in designated smoking areas, provided these areas are separate, properly ventilated, and enclosed away from any children present at the facility. Signs shall be posted indicating smoking is prohibited except in designated areas.

Swimming Pool Policy

-Guidelines follow the Public Health Code.
-Child/staff ratio not affected.
-PHC does not cover issue of staff having Red Cross lifesaving training.

Transportation Policy

-Regulations address the transportation of children.

Drop-In Child Care

-Separate regulations for "drop-in" child care do not exist; "drop-in" programs may be deemed exempt by statute.

Infant Care Programs

-Separate regulations for centers which service infants.
-There are centers which provide care to "infants only" defined age is under 3.
-There are 713 centers that have an "under 3" endorsement.

Overnight Care Programs

-Special regulations for overnight care.
-5 centers provide night care.

Programs for Children with Disabilities

-No separate regulations.
-State complies with the ADA in providing services to children.

School Age Care Programs

-Programs must obtain a school age endorsement in addition to complying with the regulations for child day care programs.

Sick Child Care Programs

-No separate regulations; and are not allowed in child care center.

Subsidized Programs/Tiered Reimbursement Rates

-Contact Peter Palermino, Department of Social Services, Child Care Team, at (860) 424-5598.
-Tiered reimbursement rate program is in development to begin during 2001 with a 5% increase for accreditation.

Surveillance Camera Policy

-Use of surveillance cameras is not addressed in the regulations.

Reporting Child Abuse and Neglect

-Contact DCF: (800) 842-2288.

Parental Contacts

-Information for parents via the Internet include, lists of licensed facilities that are updated monthly; regulatory actions are posted quarterly at website: www.state.ct.us/dph.

Local Contacts

-Program is located in Hartford; the toll free number is (800) 282-6063 (in state); otherwise (860) 509-8045.

New or Pending Legislation

-Drafting regulations on: CPR training to be requirement for staff in centers.
-Drafting regulations on: Accommodating Children with Allergies in Child Day Care Centers and Group Day Care Homes.

DELAWARE (DE)

Information
Supplied by: Janet I. Carter, Administrator
DSCYF, Office of Child Care Licensing
Youth and Family Center
1825 Faulkland Road
Wilmington, DE 19805-1195
PHONE: (302) 892-5800
FAX: (302) 633-5112

Number and Definition of Regulated Programs

- **320** licensed centers.
- Nursery schools, prekindergartens and religiously affiliated programs which operate are included; programs that are in public schools that go up to the sixth grade are exempt.
- No regulations for child care facilities that operate in health clubs, spas, and bowling alleys, etc. when parents are present.
- Licensor to center ratio: a mixed ratio of family child care and center caseload is 1:160.

Requirements

- License required; preapproval inspection required.
- Licenses are renewed annually; no license fee.
- Orientation is required prior to licensure of a center. Approximately 4 hours of training including information on approvals (Zoning, Plan Review, Public Health and Fire Marshal) that must be obtained before applying for a license, and includes overview of the regulations.
- Fire safety and Public Health inspections required annually; building code inspection required once, prior to opening.
- General liability and fire insurance required; if transporting children auto insurance is required; professional liability insurance not required.
- Physical security of the child care center - no requirements; release of children procedures required.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft. per child for the maximum number of children who will use the playground at any one time; play area must be large enough to accommodate at least 1/4 of the licensed capacity at any time.
- Staff/child ratios: infants - 1:4; 12 to 24 months - 1:7; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 years - 1:15; 5 years and up - 1:25; mixed age groups - for children under 24 months of age, the ratio shall be that for the age of the youngest child in the group; for mixed age groups with children over 24 months of age, the ratio shall be that required for the age group with the largest number of children present in the group;
  - for field trips staff/child ratios change to: 0-23 months (1:2); 2 years (1:6); 3 years (1:8); 4 years (1:9); 5 years (1:11); and 6 years and above (1:15).
- Naptime child/staff ratios: centers are allowed to decrease staff by one-half if all children are asleep.

-Group size delineations: no requirements for group size.
-Office of Child Care Licensing requires centers to distribute a notice to parents about their rights to inspect licensing records.
-Regulations allow for the care of mildly ill children in centers.
-A staff person certified in first aid and a staff person certified in CPR for infants and children must be present at the center at all times during the hours of operation.
-State uses Consumer Product Safety Commission data on banned children's equipment in the development of rules and the website links to the CPSC site as a service to parents and caregivers.
-Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medial care. Information may be used in an investigation or recorded as part of the facility record.

Unannounced Inspection Policy

-Unannounced inspections occur primarily when a complaint is received or when a facility shows a pattern/history of non-compliance.

Complaint Procedure

-An array of enforcement options are used to ensure safety of children during complaint investigation including removal of alleged perpetrator(s) or of offending individuals from center, if necessary suspension of licenses is applied pending completion of investigation.
-Policies for closings and warnings depend on the nature of the complaint.
-Length of time center has to come into compliance depends on the nature of the noncompliance.
-When a center is closed, resource and referral agencies are notified by telephone in order to establish a procedure for helping parents to locate alternative child care arrangements.
-When a complaint is registered against a center, the complaint must be responded to within 10 working days followed by a written report within 30 working days.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 18 years; an assistant caregiver must be at least 16 years of age and work under the observation and supervision of a caregiver or Program Director.
-Compliance with ADA in staff hiring is unmeasurable at this point; ADA training and technical assistance are provided.
-Service letters must be obtained from past employers.

Staff Prescreening

-Center staff required to be prescreened by TB skin test, chest x-ray (if test is positive to TB) and medical examination; criminal records background check is required of new employees; require child abuse registry checks for all employees; no recent change in TB screening policy.
-All criminal records checks and child abuse and neglect checks go outside of state lines.
-Crimes that prohibit employment: sexual offenses, crimes involving physical violence, drug crimes and crimes related child abuse or neglect.
-Not required - AIDS test, Hib and measles immunizations, drug and alcohol tests.
-At least 2 character references are required.

-A center shall have substitute staff, including documentation of qualifications; if a substitute is used for 2 months continuously or longer, person shall be fully qualified for the position.

Staff Training

-Preservice education and/or experience required for center program directors, caregivers, assistant caregivers, and kitchen staff.

-15 hours annual in-service training required for center staff.

-Special additional training required for staff person supervising care of children with disabilities; special training for sick child care also required; no special training required for infant or drop in care.

-On-line training is accepted for in-service requirements if the training offers CEU's from an accredited college or is accredited by the Accrediting Commission of the Distance Education and Training Council.

Child Documentation Policy

-The center shall make every effort to ensure that admission procedures involve a meeting with the parents(s) to secure necessary information.

-Blood lead level screening required for all one year olds and newly enrolled children.

Child Immunization Policy

-Enrolled children are required to be up to date with immunizations - including Hib immunization - prior to entrance and on a regular basis after.

Discipline Policy

-Corporal punishment is not permitted; only positive age-appropriate methods of discipline and guidance of children which encourage self-control, self-direction, self-esteem and cooperation may be used.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Testing for the presence of lead is required as a condition of licensure, but not asbestos or radon; results are kept on file.

-There is no state financial assistance for the inspection or remediation in child care centers for radon, lead or asbestos.

Medication Policy

-Providers must take a one time medication training and pass a test prior to administering medication. This test and training allows an exemption to Delaware's Nurse Practice Act.

National Life Safety Fire Code

-The entire code is used; throughout the code day care centers are mentioned and the Fire Marshal applies to code as necessary.

Playground Policy

-Specific regulations have been written for playground safety and are found in the Requirements for Day Care Centers. Regulations do not prohibit use of trampolines in centers.

Regulatory Process Subcontracting Policy

-DE does not subcontract any or all of the child care center regulatory process to a public or private agency/organization; DE feels strongly that the regulatory function is the state's responsibility and the appropriate entity to carry out the function which falls within the policy powers of the state.

Smoking Policy

-Smoking is prohibited in areas used by children.

Swimming Pool Policy

-Guidelines for swimming pools not specified; public health standards for public pools must be met.
-Child/staff ratio not affected.
-Staff must be certified for water safety or have senior lifesaving certificate; staff also required to have Red Cross lifesaving training.

Transportation Policy

-Specific regulations concerning the transportation of children are included in "Requirements for Day Care Centers".

Drop-In Child Care

-Separate regulations for "drop-in" child care are included in "Requirements for Day Care Centers."

Infant Care Programs

-There are specific requirements which pertain to infants, including age-appropriate activities, feeding, sleeping, diaper changing, and more.

Overnight Care Programs

-Separate regulations for night care included in "Requirements for Day Care Centers."
-No centers provide overnight care.

Programs for Children with Disabilities

-Separate regulations, "Specialized Day Care" about providing care for children with disabilities; mainstreaming is permitted and encouraged when possible.
-State complies with ADA in providing services to children.

School Age Care Programs

-Separate regulations for before and after school programs included in "Requirements for Day Care Centers."

Sick Child Care Programs

-Separate set of regulations for caring for sick children, "Day Care Programs for Sick Children."

Subsidized Programs/Tiered Reimbursement Rates

-Contact Norvella J. Brown, DES, DE State Hospital, 1901 N. DuPont Highway, Lewis Building, New Castle, DE 19720; (302) 577-4450.
-No Tiered Reimbursement Program in place at the present time.

Surveillance Camera Policy

-Regulations do not prohibit the use surveillance cameras in centers.

Reporting Child Abuse and Neglect

-Call (800) 292-9582.

Parental Contacts

-Information is available via the Internet on facilities that are currently under an enforcement action on the website at: http://www.state.de.us/kids/occlhome.

Local Contacts

-One office in Wilmington serving New Castle County and one office in Dover serving Kent and Sussex County.

New or Pending Legislation

-Legislation is currently pending to eliminate the exemption for nursery schools, prekindergartens and religiously affiliated programs that operate less than 4 hours per day.

-Child Care providers are required to keep a "Community Notification Binder." This binder contains information provided by the police regarding sex offenders in their community. It is to be made available to staff and children's families upon request.

-Child Abuse Registry has been legislated to change to Child Protection Registry effective February 2003. This will change the way individuals are added/deleted to registry. Levels of abuse will also be assigned.

DISTRICT OF COLUMBIA (DC)

Information
Supplied by: Valerie A. Ware, Program Manager
Department of Health
Health Regulation Administration
Child & Residential Care Facilities Division
825 North Capitol St., NE 2nd floor
Washington, DC 20002
PHONE: (202) 442-5929
FAX: (202) 442-9430

Number and Definition of Regulated Programs

-371 licensed centers.
-Nursery schools not regulated separately; prekindergartens and religiously affiliated centers are included in this number.
-No regulations for child care facilities in health clubs, spas, and bowling alleys, etc. when parents are present.
-Licensing Specialist to center ratio: mixed family child care and center caseload of 1:85.

Requirements

-License required; preapproval inspection required.
-License renewed annually; fee required.
-Orientation is required prior to licensure of a center; held quarterly, for dates and times call 202-442-5929.
-Fire safety inspections required annually; building code and lead inspections required initially.
-General and professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed by DC.

Regulations

-Space requirements per child: indoor - 35 sq. ft. for children under age two, 35 sq. ft. for others; outdoor - 60 sq. ft.
-Group size and child-adult ratio: In programs where children are grouped according to age the child/adult ratio must be as follows:
birth to age 2 = 4:1 Group Size - 8
2 yrs.- 2 yrs. 6 mos. = 4:1, Group Size - 8
2 yrs. 6 mos.- 3 yrs. = 8:1, Group Size - 16
4 yrs. = 10:1, Group Size - 20
5 yrs. = 15:1, Group Size - 25
6 yrs. - 14 yrs. = 15:1, Group Size - 30
When children of different ages are placed in one group, the ratio shall be adjusted to protect the welfare of the younger children.
-Naptime staff/child ratios: same as above, unchanged.
-Current regulations do allow for the care of mildly ill children in centers.
-Information for Consumer Product Safety Commission data on banned children's equipment is obtained via internet. Licensing Specialists inspect equipment and provide training and literature on choosing equipment that meets standards.

-Regulations require that centers report the death of a child, a missing child or a child's injury that requires medical care. Must also report allegations of child abuse and neglect which forwarded to Metro Police Dept.

Unannounced Inspection Policy
-Renewal inspections and complaint investigations are unannounced.

Complaint Procedure
-Unlicensed activities and case-by-case determinations require immediate closing of day care centers.
-For violations that are not serious in nature or magnitude where there is no immediate danger to the health, safety or welfare of the infants or children, warnings will be issued; centers will be given from 24 hours to 30 days to come into compliance.
-No formal procedure for notifying resource and referral agencies when a center is closed; listings of licensed centers are issued on a monthly basis.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for all staff is 18 years.

Staff Prescreening
-Annual medical examination is required with the results of TB skin testing, chest x-ray when applicable; no recent changes in TB prescreening policy.
-Not required - fingerprinting, child abuse clearance, AIDS, or drug and alcohol tests.
-Crimes that prohibit employment: no information available.
-Conditional hiring not allowed prior to results of prescreening.
-Three written references from non related persons is required.
-Substitutes are required to have an annual physical.

Staff Training
-Preservice educational and/or experience required for center directors, head/lead teachers, assistant teachers, aides, dieticians and kitchen staff, and school bus drivers.
-In-service training required as needed.
-No special training required for infant care, care of children with disabilities, sick child care or drop in care.
-Preservice requirement for standard first aid.
-On-line training not addressed in regulations.

Child Documentation Policy
-Center must have a file for each enrolled child: social history, current health certificate, registration, authorization for medical treatment, emergency contact persons, daily attendance.
-Student Health Care Act of 1985 requires students attending public or private schools in DC to be tested for and furnish a certificate of testing for lead poisoning, requires mandatory reporting of lead testing result, and requires collection and study of lead data was amended has been amended to include children under six years of age in licensed day care centers, Head Start, pre-kindergartens and kindergartens; for further information, call (202) 535-2636, Christine Onwuche.

Child Immunization Policy
-All enrolled children must be immunized.

Discipline Policy
-Corporal punishment is not allowed.

Emergency Medical Consent Policy
-The parent shall submit to the director on an approved form the authorization for emergency medical treatment for the infant or child; forms do not have to be notarized.

Environmental Policy
-Facilities are required to be tested for lead as a condition of licensure; not for radon or asbestos.
-There is no state financial assistance for the inspection and remediation in child care facilities for lead, radon or asbestos.

Medication Policy
-Facility must have a medical doctor order, and parental written consent. Facility employees must have record of training for the procedures.
-Regulations prohibit facilities from dispensing over the counter medicine without a medical doctor order and parental written consent.

National Life Safety Fire Code Policy
-Contact DC Fire Department, (202) 727-1614.

Playground Policy
-Regulations advise use of Public Playground Safety by the U.S. Consumer Product Safety Commission as standards for playground equipment. Regulations do not prohibit use of trampolines in centers.

Regulatory Process Subcontracting Policy
-DC does not subcontract any or all of the child care regulatory process to a public or private agency/organization.

Smoking Policy
-No policy regarding smoking.

Swimming Pool Policy
-Centers equipped with swimming pols are inspected annually.

Transportation Policy
-Driver must be properly licensed; also specified vehicle requirements.

Drop-In Child Care
-No separate regulations for "drop-in" child care exist.

Infant Care Programs
-No separate regulations.
-Has 145 "infant only" centers.

Overnight Care Programs
-Overnight care is available in 5 centers (and 35 homes) that operate 23-hours.

Programs for Children with Disabilities

-No separate regulations; program statement of center must address this; must be in compliance with ADA.

School Age Care Programs

-No separate regulations.

Sick Child Care Programs

-Not regulated; current day care regulations do not permit care of "sick" children.

Subsidized Programs/Tiered Reimbursement Rates

-Contact DHS, 717 14th Street, NW, Washington, DC 20005; phone (202) 727-0284.

-Recently a new 3 level tiered reimbursement program entitled Going for the Gold put in place. All centers currently caring for subsidized children are automatically part of the new tiered program.

Surveillance Camera Policy

-Regulations do not address the use of surveillance cameras.

Child Abuse and Neglect

-Abuse: Metropolitan Police Department, (202) 576-6768; Neglect: Department of Human Services, (202) 727-0995 or 671-7233.

Parental Contacts

-Information available to parents via Internet on monitoring and inspections for licensed facilities at: www.dchealth.dc.gov.

Local Contacts

-DOH, (202) 442-5929.

New or Pending Legislation

-Pending legislation regarding the following: parents are permitted access to children at all times; staff required to have on-going continuing education; and other changes in requirements.

-DOH is working with DHS, Office of Early Childhood Development, to revise the current child care regulations to include standards for infant care, sick child care, and school-age care, children with special needs, care of children in non-traditional hours and settings (conventions, drop-in, health clubs, spas).

FLORIDA (FL)

Information
Supplied by:

Deborah Russo, Director
Child Care Services
Department of Children and Families
Child Care Services Program
1317 Winewood Blvd., Bldg. 6, Rm. 382
Tallahassee, FL 32399-0700
PHONE: (850) 488-4900
FAX: (850) 488-9584

Number and Definition of Regulated Programs

- **6,641** licensed centers.
- Number reflects county licensed and state licensed facilities; those programs not requiring licensure such as those exempt in public and non-public schools or religiously exempt not included.
- No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- Licensor to center ratio: ideally, 1:50, however the numbers vary from district to district depending upon geographical distribution.

Requirements

- License required; preapproval inspection required.
- Licenses are renewed annually; Licensing fees: $25 up to 25 children, $1 per additional child to a maximum of $100 for 100 or more children; fees are deposited into a state trust fund for Child Care Services.
- Orientation of licensing standards is required prior to licensure of center.
- Fire safety inspection required annually.
- No requirement for general or professional liability insurance.
- Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations

- Space requirements per child: indoor - 35 sq. ft; outdoor - 45 sq. ft. (does not apply in calculating square footage for children under 1 year of age if licensed after 10-1-92. If licensed prior to 10-1-92 required to have 20 sq. ft.
- Staff/child ratios: infants to 1 year - 1:4; 1 - 2 years - 1:6; 2 - 3 years - 1:11; 3 - 4 years - 1:15; 4 - 5 years - 1:20; school age - 1:25; in groups of mixed ranges where infants under 1 year are included, 1 staff member for not more than 4 children of any age group. In groups of mixed aged ranges, where children 1 year of age but under 2 years of age are included, 1 staff shall be responsible for not more than 6 children of any age group. When children 2 years of age or older are in care, the staff/child ratio shall be based on the age group with the largest number of children within the group.
- Naptime staff/child ratios: same as above; however, supervision means sufficient staff in close proximity, within sight and hearing of all children. All other staff to meet the required staff/child ratio shall be within the building on the same floor and be readily accessible and available to be summoned to ensure the safety of the children.

-Group size delineations: none.
-At least one staff person with a valid certificate of course completion for first aid training and infant and child CPR procedures must be present at all times children are in the care of the facility, both on-site and field trips.
-Regulations allow for the care of mildly ill children in centers.
-Regulations require use of information from Consumer Product Safety Commission data on banned children's equipment by dissemination to licensed facilities. If any equipment is determined to be unsafe, the facilities either have to make necessary revisions or remove the equipment.
-Regulations do not require centers to report the death of a child, a missing child or a child's injury that requires medical care. However, if an abuse or neglect case does occur, licensing is notified.

Unannounced Inspection Policy
-Two of three inspections during the licensure year are unannounced; announced visit is usually for the purpose of reviewing records, interviewing appointments, or license renewal.

Complaint Procedure
-The state or local licensing agency may suspend or revoke a license or impose an administrative fine not to exceed $100 per violation, per day, for any violation of regulations, depending upon severity and previous violations. However, where a violation does or could cause death or serious harm, an administrative fine not to exceed $500 per day per violation may be imposed.
-How long a center has to come into compliance depends upon the severity.
-Resource and referral agencies notified of closings via Child Care Licensing Data Reports.
-When a complaint is lodged against a center, the complaint is investigated by a Children and Families Licensing Counselor, or a Protective Services Investigator, if appropriate, and the center is notified in writing.

Staff Qualifications
-No state recommended salary schedule for center staff.
-No person under the age of 21 can operate a child care facility and no person under the age of 16 can be employed at such a facility unless such person is under direct supervision.
-The Florida Children's Forum provides technical assistance to child care programs and staff regarding ADA requirements. They may be reached at (800) 423-6786 in Florida or (850) 681-7002.

Staff Prescreening
-Fingerprinting, criminal records background check required; rescreening every five years.
-All criminal records checks and child abuse and neglect checks go outside of state lines. (FBI fingerprint check is required.)
-Crimes that prohibit employment: child/adult abuse and neglect, manslaughter or murder, assault, battery, kidnapping, sexual offenses, arson, robbery, drug charges, and other felonious charges.
-Chest X-Ray, AIDS, Hib and measles immunizations, and drug and alcohol test not required.
-Employment history required.
-Conditional hiring prior to results of prescreening allowed for probationary period.

-Substitutes must meet the requirements of the position they are filling.

Staff Training

-All child care facilities must have a director credentialed by 1/1/04. Credential consists of educational and experiential requirements at either the foundational level or the advanced level, both must have completed the 30 hour introductory child care training course (part I) by the Department in addition to other training requirements.

-All child care personnel must take an approved 40 clock hour introductory course in child care and demonstrate competency as evidenced by a competency examination with a passing score of 70% or higher; otherwise no specific preservice education and/or experience requirements for directors, lead/head teachers, assistant teachers, or aides.

-Child Development Associate (CDA) credential or approved equivalency required for personnel on a ratio of one CDA per 20 children. Programs which operate less than 8 hours per week are not required to meet credentialling, regardless of number of children.

-Child care center staff required to participate in 8 hours of in-service training annually.

-No special training required for infant care or drop in care; however, the child care operator is required to take basic training in serving children with disabilities within 5 years of employment, either as a part of the introductory training or the annual 8 hours of in-service training.

-All child care personnel caring for mildly ill children shall have current certification in child CPR and first aid prior to caring for children and must complete an additional 8 hours of annual in-service training relating to the recognition and caring of sick children and the prevention of communicable diseases, in addition to the required 40-clock hour introductory training.

-On-line training is accepted for in-service training of the center Director approves use for child care staff. CPR on-line training not accepted.

Child Documentation Policy

-Enrollment form required.

-No provision for screening children for blood lead level prior to acceptance into a licensed child care facility.

Child Immunization Policy

-Florida immunization and health certificate required within 30 days of enrollment, unless child has a religious exemption or temporary medical exemption signed by a licensed physician; emergency information, periodic health examinations and immunizations (including HIB), and attendance records required.

Discipline Policy

-No form of corporal punishment may be used.

-Children shall not be subjected to discipline which is severe, humiliating or frightening.

-Discipline shall not be associated with food, rest or toileting.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of lead, asbestos or

radon as a condition of licensure, unless a problem is noted.
-There is no state financial assistance for the inspection and remediation of lead, asbestos or radon in child care facilities.

Medication Policy

-Regulation states that facilities are not required to dispense medications, however, if they choose to do so, it must be properly labeled, stored separately and locked out of children's reach, and must be returned to parents/guardians.

National Life Safety Fire Code Policy

-Has been adopted; the state Fire Marshall has adopted Section 101 of the National Fire Protection Association (NFPA) Life Safety Code, 1985, for application in child care facilities.

Playground Policy

-Regulations for playground safety address maintenance, ground cover, resilience, water drainage, good repair, anchorage and safety.

Regulatory Process Subcontracting Policy

-FL does not subcontract any or all of the child care center regulatory process to a public or private agency/organization. County governments can opt to license facilities within their respective counties if they adopt rules equal to or more restrictive than those of the state. Currently 8 counties have chosen to regulate child care, they are called Local County Licensing Agencies.

Smoking Policy

-Smoking is prohibited in child care centers.

Swimming Pool Policy

-If a child care facility uses a swimming pool which exceeds 3 feet in depth or uses beach or lake areas for water activities, the child care facility must provide one person with a certified lifeguard certificate or equivalent, unless a certified lifeguard is on duty or present when any children are in the swimming area.
-Child/staff ratio affected: Additional staff person on premises at all times; also applies to center sponsored field trips.
-Staff not required to have Red Cross lifesaving training. Provider of training as required above not specified by statute or administrative code.

Transportation Policy

-Requirements for child restraints or seat belts in vehicles used by child care facilities to transport children; requirements for mechanical inspections of the vehicles, insurance, driver health exam, and limitations on the number of children in the vehicles. A Commercial Driver's License (CDL) required for the transportation of children to or from center or any center-sponsored activities, when the vehicle utilized is designed to carry more than 16 persons including the driver.
-Prior to transporting children the driver shall maintain a log of all children being transported including child's name, date and time of departure and arrival time and that all children have left on the vehicle. Upon arrival a second staff member shall conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle and sign the log verifying all children were accounted for and that drivers log is complete.

Drop-In Child Care

-Florida "drop-in" child care is defined as child care provided occasionally in a child care facility in a shopping mall or business establishment where a child is in care for no more than a 4-hour period and the parent remains on the premises of the shopping mall or business establishment at all times. Drop-in child care arrangements shall meet all requirements for a child care facility unless specifically exempted. Exemptions include: outdoor play space and equipment are not required, some type of communications system (such as a pager or beeper) be provided to a parent whose child is in drop-in child care to ensure the immediate return of the parent to the child if necessary, pre-admission and periodic health examinations and medically signed records of immunizations are not required. Rather, parents will be required to attest to the child's health condition and the type and current status of the child's immunizations.

-Operators of transient establishments, e.g., hotels and time shares, which provide child care services solely for the guests of their establishment or resort, are excluded from the definition of a child care facility, provided that all child care personnel of the establishment are screened as all other child care personnel regulated by the state and local licensing agencies.

Infant Care Programs

-No separate infant regulations except for diapering and outdoor play area requirements.

-Specific data not available for center care for "infants only."

Overnight Care Programs

-Hours of care: Evening Child Care means child care provided during the evening hours and may encompass the hours of 6:00 p.m. to 7:00 a.m. Child Care standards apply to evening child care with the following exceptions: outdoor play space is not required, CDA or credentialed staff is not required.

-Night time care is less than 24 hours.

-There are 412 facilities which provide nighttime care.

Programs for Children with Disabilities

-Mainstreaming not required; but supported.

-For ADA compliance in providing services to children, see Staff Qualifications.

School Age Care Programs

-Revisions to the child care standards were implemented in April 1999 as to: supervision and napping space.

Sick Child Care Programs

-Regulations for mildly ill child care centers were finalized in May, 2000.

Subsidized Programs/Tiered Riembursement Rates

-Contact Florida Partnership for School Readiness, The Holland Building, 600 South Calhoun Street, Room 251, Tallahassee, FL 32399, (850) 488-0337.

-Gold Seal Quality Care Program established a three tier rating system with accreditation receiving highest rating and allows up to 20% above market rate.

Surveillance Camera Policy

-Rules do not address surveillance cameras, therefore they are not prohibited.

Reporting Child Abuse and Neglect

-"Child Abuse Hotline": Call (800) 962-2873 or (850) 487-4332.

Parental Contacts

-Information on monitoring and inspections for licensed facilities is available via the Internet at: www.MyFlorida.com/childcare.

Local Contacts

-There are 15 Children & Families District Offices, 1 Regional Children & Families Office and 8 local licensing agencies.

New or Pending Legislation

-Legislation passed during 2001 authorizing Children & Families to develop additional standards for before and after school program. Administrative Rule completed in April 2002. FL is currently revising rules to incorporate the 2002 legislation.

GEORGIA (GA)

Information
Supplied by: Marsha Gates
Department of Human Resources
Child Care Licensing Section
2 Peachtree St., NW, Suite 32-473
Atlanta, GA 30303-3167
PHONE: (404) 657-5562
FAX: (404) 657-8936

Number and Definition of Regulated Programs

- **1,650** licensed centers (* **950**).
- Nursery schools and prekindergartens are not included in this number; religiously affiliated centers are; programs operated by state entities are exempt, as well as 7 hour summer day camps for school age children.
- (*) Some of licensed child care centers are now under the supervision of the Office of School Readiness (OSR). OSR regulates all child care programs who receive State lottery funds for 4 year old programs; not all 4 year old programs are licensed; e.g. programs located in public schools (approximately 950); for information on OSR, contact Kay Hellwig, 10 Park Place, Suite 200 Atlanta, GA 30303 phone 404-651-7410.
- No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- Licensor to center ratio: 1:58.

Requirements

- License required; preapproval inspection required.
- Licenses are renewed annually; no license fee.
- Orientation required prior to issuance of a child care center license consisting of 36 hours on licensing requirements and child development.
- Building code inspection and sewage, water and fire inspections required once (upon opening); subsequent fire safety inspection requirements vary from county to county.
- No general liability or professional liability insurance required.
- Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 100 sq. ft.
- Staff/child ratios: infants - 1:6; walking 1 year olds - 1:8; 2 year olds - 1:10; 3 year olds - 1:15; 4 year olds - 1:18; 5 year olds - 1:20; schoolage - 1:25; mixed age groups - age of youngest child if 20% or more in group.
- Naptime staff/child ratios: for children 3+ years old, staff/child ratio may be doubled provided one staff is in each room providing direct supervision of children and all required staff are in the building available for emergency evacuation.
- Group size delineations: infants less than 1 year or 18 months and not walking (group size - 12); 1 year old and walking (group size - 16); 2 year olds (group size - 20; 3 year olds (group size 30); 4 year olds (group size - 36);

5 year olds (group size - 40); and 6 years and up (group size - 50).
-50% of staff required to have current first aid and CPR training.
-Regulations do not allow for care of mildly ill children in centers.
-State provides centers with Consumer Product Safety Commission data on banned children's equipment inspection visits.
-Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care. Incidents are investigated and appropriate action taken for any resulting rule violations.

Unannounced Inspection Policy
-All inspections are unannounced.

Complaint Procedure
-All complaints investigated; abuse complaints done jointly with protective services staff.
-Center with good history not cited previously for violation related to complaint would be asked to submit plan of correction.
-Center usually has no longer than 30 days to come into compliance.
-No routine policy for notifying resource and referral agencies if center is closed; R and R's are notified if they request it.
-When complaints are registered against a center, results are disclosed if requested; exception - abuse complaints are confidential, except that they may be disclosed to specific persons as defined by law.
-Other remedies available: civil penalty of up to $500 per day of violation, revocation of license, restriction of license, denial of application, public reprimand, emergency suspension; placement of emergency monitor in facility for 10 days; restraining orders.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirements for working in a center: administrator - 21 years; staff - 18 years; aides - 16 years.
-Compliance with ADA in staff hiring not specifically addressed, although rules require staff to be fit to perform job. Referrals made to appropriate resource agencies regarding specific issues.

Staff Prescreening
-Directors required to be prescreened by fingerprinting; center staff required to be prescreened by criminal records background check for state crimes before employment; no recent changes in TB prescreening policy.
-Criminal records checks go outside state lines for directors only.
-Crimes that prohibit employment: felony charges, simple battery when the victim is a minor and contributing to the delinquency of a minor.
-Not required - child abuse clearance, TB skin test, chest x-ray, medical exam, AIDS, Hib and measles immunizations, and drug and alcohol tests.
-Conditional hiring of staff (not director) is allowed until results of prescreening are received.
-No written references required.
-Temporary substitutes used on a routine basis must meet minimum qualifications and have a criminal background check.

Staff Training
-Preservice education or experience required for center directors, lead/head

teachers. Orientation required for new staff.
-10 hours annual in-service training required for center staff related to job assignment. New staff must have specific training in abuse reporting, health related topics (disease control, illness detection, injury control, etc.)
-No specific training required for infant care, care of children with disabilities, sick child care, or drop in care except that training must be related to job assignment.
-Meeting the first aid and CPR requirements does not count toward annual 10 hours of training; at least 50% of center staff required to have CPR and first aid.
-No on-line training accepted for in-service training or CPR requirements.

Child Documentation Policy
-Basic information required about child upon enrollment - identifying information, emergency authorization and contact, doctor's information, release statement, statement regarding health, allergies, etc.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children required to be immunized within 30 days; exceptions to the policy exist.
-Children in group care settings required to have Hib immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Medication Policy
-Regulations include specific rules for dispensing over the counter or prescription medications: parents must give written instructions for medications and a plan for child requiring special care must be negotiated between staff and parents.

National Life Safety Fire Code Policy
-Has been adopted; enforced by the State Fire Marshal's office.

Playground Policy
-Regulations contain standards for playground safety based on standards in the Handbook for Public Playground Safety by CPSC.
-Regulations do not prohibit the use of trampolines in child care centers.

Regulatory Process Subcontracting Policy
-GA does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-No smoking on the center property.

Swimming Pool Policy

-Pools must be inaccessible to children when not in use; must meet acceptable health standards.

-Child/staff ratio affected as follows: Children less than 2 1/2 years - 1:2; 2 1/2-4 years - 1:5; 4+ years who cannot swim 15 yards unassisted - 1:6; all others - 1:15.

-Staff is required to have lifesaving training offered by recognized agency for water safety instruction when the water is more than 2 feet deep.

Transportation Policy

-Regulations are specified in the rules.

Drop-In Child Care

-"Drop-in" child care is regulated, but no separate rules exist; drop-in children are not distinguished from non drop-in children.

Infant Care Programs

-Separate sections within the rules which address infant care.

-Centers do provide care to "infants only," defined as less than one year old or children under 18 months who are not walking.

-Only one "infants only" center currently in the state.

Overnight Care Programs

-Special regulations involving overnight care include: Separate changing areas for children of opposite sex, 8 years and older; sleeping equipment must be provided; dinner and nighttime snack also required.

-Approximately 14 centers currently offer overnight care.

Programs for Children with Disabilities

-No separate regulations; center must negotiate an agreement with parent regarding specific needs of child upon enrollment.

-Compliance with ADA in providing services to children not specifically addressed; referrals made to appropriate resource agencies regarding specific issues.

School Age Care Programs

-Separate regulations do not exist; rules that apply to school age care are denoted by a double asterisk in the regulations.

Sick Child Care Programs

-No separate regulations, however, centers may request a variance to care for sick children.

Subsidized Programs/Tiered Reimbursement Rates

-Contact: Division of Family and Children Services, Family Support Unit #2 Peachtree Street, NW, 21st Floor, Atlanta, GA 30303.

-No Tiered Reimbursement Program at the present time, one is under development. A pilot Tiered Reimbursement Program in 6 counties was implemented on 1/1/02.

Surveillance Camera Policy

-Regulations do not address the use of surveillance cameras.

Reporting Child Abuse and Neglect

-Reported to Division of Family and Children Services.

Parental Contacts

-Limited information available via the Internet on monitoring or inspections of licensed facilities at the present time. This process is under development.

Local Contacts

-Child Care Licensing Offices:

-217 W. Oglethrope Blvd. Room 264, Albany, GA 31701, (912) 430-4302

-P.O. Box 327, Americus, GA 31709 (912) 931-2513

-2 Peachtree St., NW, 32nd floor, Atlanta, GA 30303, (404) 657-5562

-P.O. Box 12435, Columbus, GA 31995 (706) 569-3117

-332 Washington St., NW, Suite 305, Gainesville, GA 30501, (404) 535-5475

-3312 Northside Drive, Bldg. D, Suite 220, Macon, GA 31210, (912) 471-5722

-3728 Washington Road, Martinez, GA 30907, (706) 855-3455

-1305 Redmond Cr., NW, Bldg. 614, Rome, GA 30161, (706) 295-6199

-P.O. Box 8163, Savannah, GA 31412, (912) 651-2276

-P.O. Box 1334, Waycross, GA 31501, (912) 285-6017

New or Pending Legislation

-None.

HAWAII (HI)

Information
Supplied by:

Garry L. Kemp
Assistant Division Administrator
Department of Human Services
Benefit, Employment & Support Svcs. Division
820 Mililani Street, Suite 606
Honolulu, HI 96813
PHONE: (808) 586-7050
FAX: (808) 586-5229

Number and Definition of Regulated Programs

-521 licensed centers.
-Nursery schools, prekindergartens, before and after school programs and religiously affiliated centers are included in this number.
-No regulations for child care facilities in health clubs, spas, bowling alleys, etc. when parents are on the premises.
-Licensor to center ratio: 1:40.

Requirements

-License required; licensing required except in select situations; preapproval inspection required.
-Licenses are renewed annually for first 4 years, then every other year for the duration of licensure; no license fee.
-No orientation required prior to licensure of a center.
-Fire safety and sanitation inspections required annually; building code required at initial license.
-General or professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 720 sq. ft. for 6 children plus 70 sq. ft. per child thereafter (up to 10); 1065 sq. ft. for 11 children plus 65 sq. ft. per child thereafter (up to 30); 2360 sq. ft. for 31 children plus 60 sq.ft. thereafter (up to 50); 3555 sq. ft. for 51 children plus 55 sq.ft. thereafter through 100; 6295 sq. ft. for 101 children plus 45 sq. ft. thereafter.
-Staff child ratios: infants - 1:3; toddlers - 1:4 [infant and toddler centers only]; 2 year olds 1:8; 3 year olds - 1:12; 4 year olds 1:16; schoolage - 1:20; mixed age group - age of youngest child.
-Naptime staff/child ratios: group centers: the number of children per staff is determined by the average of staff-child ratios.
-Group size delineations: infant and toddler centers only - 6 weeks - 12 months (staff/child ratio 1:3, group size - 6; staff/child ratio 1:4, group size - 8); 12 months-24 months (staff/child ratio 1:4, group size - 12; staff/child ratio 1:4, group size - 8; staff/child ratio 1:5, group size 10; staff/child ratio 1:6, group size - 12); and 18 months-36 months (staff/child ratio 1:5, group size - 10; staff/child ratio 1:6, group size 12).

-A first aid trained staff is required during operational hours.
-Regulations permit the care of mildly ill children in child care centers.
-State is in the planning process to send Consumer Product Safety Commission data on banned children's equipment to centers. Once initiated, banned items will be removed.
-Regulations require centers to report the death of a child, a missing child or a child's injury that requires medical care. This leads to an investigation of facility and circumstances to determine if licensing requirements were breached.

Unannounced Inspection Policy
-Take place when a complaint is filed.

Complaint Procedure
-Policies for immediate closing of a center exist; policies on non-health and safety require a written corrective action plan: center has up to 6 months to come into compliance; time varies depending on violation.
-Resource and referral agencies notified when a center is closed.
-Public reports complaints directly to the licensing staff.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age for working in a center is 18, except for aides (16).
-Compliance with ADA in staff hiring is done to the extent possible.

Staff Prescreening
-Fingerprinting, child abuse clearance, and medical examinations are required at initial employment; criminal history records background check (state name check and FBI clearance) and child abuse clearance, and medial examinations are required at initial employment; the FBI clearance is required only once upon hire unless the individual has left the state for 6 mos or more; the state name check is required annually; TB skin test or chest x-ray required once upon first hire.
-State name checks and child abuse checks are in-state only.
-Crimes that prohibit employment: drug offenses, assault, domestic violence, felony, burglary and DUI.
-Not required - AIDS test, Hib and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening is allowed for an indefinite period of time.
-Temporary substitutes must be at least 18 years old and must participate in orientation programs of the facility.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
-No annual in-service training required.
-Special training required for infant care and care of children with disabilities; no special training required for sick child care.
-No on-line training accepted by the State for in-service training.

Child Documentation Policy
-Center is required to keep information and records on each child.
-No provision for screening children for blood lead level prior to acceptance.

Child Immunization Policy
-Enrolled children must be immunized, including Hib immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are required to be tested for the lead paint as a condition of licensure as long as deteriorated paint has been observed at the center; no requirement to be tested for presence of asbestos or radon.
-There is limited state financial assistance for the those centers required to have lead paint testing.

Medication Policy
-Regulations restrict centers with respect to over the counter medications. when medication prescribed by a physician is administered, it shall be kept in original container bearing prescription label which shows date filled, physician's directions and child's name; medication shall be kept out of reach of children and returned to parents/guardians when no longer in use. Signed authorization by parent/guardian for administration of medication.

National Life Safety Fire Code Policy
-Has not been adopted.

Playground Policy
-Regulations do not address playground safety or equipment. Use of trampolines in child care centers are not prohibited.

Regulatory Process Subcontracting Policy
-HI does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy
-Smoking is prohibited in all child care facilities.

Swimming Pool Policy
-State does have guidelines for swimming pools - exact details not provided.
-Child/staff ratios are the same as required during regular program.
-Certified lifeguard shall be on duty at all times for water/swimming activities.

Transportation Policy
-Regulations include: vehicle and driver to satisfy motor carrier safety rules and traffic laws of the state.

Drop-In Child Care
-No separate regulations for Drop-in care exist.

Infant Care Programs
-Separate and infant/toddler specific regulations exist.

-There are centers that provide care to "infants and toddlers," defined as infants (6 weeks-12 months) and toddlers (12-36 months).
-There are 33 "infant and toddler" centers in the state.

Overnight Care Programs

-Special regulations for overnight care include: consultation with parents, after which special attention given by caregiver to provide for transition into night care; selection of toys for quiet activities made available; comfortable beds or cots, bedding, and night clothes available or supplied by parents; beds placed 3 feet apart; staff available to assist children during eating, pre-bedtime hours, and morning dressing; during sleep hours, staff within listening distance to provide for needs or respond to emergency; child must not sleep in building detached from main facility; night care facilities include at least one shower, bathtub, or bathing facility for the children.
-There are no overnight centers in operation licensed by the state.

Programs for Children with Disabilities

-Separate regulations for caring for children with disabilities in each type of licensed facility.
-Compliance with ADA in providing services to children is done to the extent possible.

School Age Care Programs

-Separate and specific regulations for before and after school programs (Chapter 896, Licensing of Before and After School Child Care Facilities).

Sick Child Care Programs

-Hawaii has specific regulations regarding care of ill children. However, these regulations are not separate, they exist within current regulations.

Subsidized Programs/Tiered Reimbursement Rates

-Contact DHS - Oahu (808) 483-7340; Kona (808) 327-4755; Hilo (808) 959-0669; Maui (808) 243-5686 and Kauai (808) 241-3660.
-Tiered reimbursement allows a higher subsidy for centers that are accredited.

Surveillance Camera Policy

-Regulations do not specify any prohibition against the use of surveillance equipment. Also, we have a center that/allows parents to view their children through website access.

Reporting Child Abuse and Neglect

-Contact Child Abuse/Neglect Hotline (808) 832-5300.

Parental Contacts

-Information available on monitoring and inspections of facilities via the Internet at the state's website.

Local Contacts

-OAHU--Child Care Hawaii Program Office
Haseko Bldg., 820 Mililani St., #606, Honolulu, HI 96813 (808) 586-7050
-Child Care Connection Hawaii Unit I
677 Queen St., Rm. 400A, Honolulu, HI 96813 (808) 587-5266

-Child Care Connection Hawaii Unit II
Waipahu Civic Center, 94-275 Mokuola St., Room 203, Waipahu, HI 96797
(808) 675-0470

-KAUAI--Child Care Connection Hawaii Unit Kauai
Dynasty Court, 4473 Pahee St., Suite G, Lihue, HI 96766 (808) 241-3660

-HAWAII--Child Care Connection Hawaii Unit/ East Hawaii
Prince Kuhio Plaza, 111 East Puainako St., #A-101, Hilo, HI 96720
(808) 959-0669
-Child Care Connection Hawaii Unit/ West Hawaii
Lanihau Professional Center, 75-5591 Palani Rd, Room 2004, Kailua Kona, HI
96740 (808) 327-4755

-MAUI--Child Care Connection Hawaii Maui Unit
270 Waiehu Beach Rd, Ste 107, Wailuku, HI 96793 (808) 243-5866

New or Pending Legislation

-Pending: Chapter 897, Standards for Resorts; currently going through public hearings.

IDAHO (ID)

Information
Supplied by:
Mike Peterson, Deputy Administrator
Department of Health and Welfare
Division of Family & Child Services
P. O. Box 83720
Boise, ID 83720-0036
PHONE: (208) 334-5700
FAX: (208) 334-6664

Number and Definition of Regulated Programs

- -**790** licensed centers.
- -Nursery/preschools are not licensed separately, but are not included in the number of centers.
- -Religiously affiliated centers are licensed.
- -No state regulations for child care facilities in health clubs, spas, bowling alleys, etc. when parents are on the premises, however may fall under local ordinances.
- -Licensor to center ratio: data not available since licensing done by city, county and state agencies.

Requirements

- -License required; fire and health preapproval inspection required.
- -Licenses renewed every 2 years; maximum fee for licensing is $100 ($60 for renewal).
- -No orientation required by state prior to licensure of a center.
- -Separate inspections required every 2 years or on complaint by the Fire and Sanitation Departments.
- -Temporary licenses allowed during completion of initial requirements not to exceed 120 days.
- -General or professional liability insurance not required.
- -Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- -No space requirements.
- -Staff/child ratios - 1:12; no age delineations.
- -No naptime staff/child ratios.
- -No group size delineations.
- -Regulations allow for the care of mildly ill children in centers.
- -State forwards Consumer Product Safety Commission data on banned children's equipment to licensed facilities, however, CPSC data is not incorporated into the licensing process.
- -Regulations do not require centers to report the death of a child, a missing child or a child's injury that requires medical care.

Unannounced Inspection Policy

- -No unannounced center monitoring visits.

Complaint Procedure

-Immediate closing of center required if meets temporary restraining order or dire conditions.
-Dangers determine if only a warning is required, and the length of time a center has to come into compliance.
-Resource and referral agencies not notified when a center is closed.
-Complaints registered against centers are investigated.

Staff Qualifications

-No state recommended salary schedule for center staff.
-No minimum age requirement for working in a center.
-Compliance with ADA in staff hiring is unknown.

Staff Prescreening

-Staff required to be prescreened by fingerprinting and criminal records background check which includes State criminal investigation and child abuse registry, national crime information center, and FBI; required for those individuals who have direct contact with children who have not been a continuous resident of the state for 3 years or have not been employed or connected business in the county in which the center is located for the immediately preceding 3 years.
-Criminal records checks and child abuse and neglect checks go outside state lines.
-Crimes that prohibit employment: sexual offenses, child abuse and murder.
-Not required - TB skin test, chest x-ray, medical examination, Hib and measles immunizations, AIDS test, drug and alcohol tests.
-There are no staff medical requirements.
-Conditional hiring allowed prior to results of prescreening is allowed with a self-declaration.
-No written references required.
-No state policy regarding the use of temporary substitutes.

Staff Training

-No preservice education and/or experience required for directors, lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
-Staff required to participate in 4 hours annual in-service training.
-No special training is required for infant care, care of children with disabilities, sick child care, or drop in care.
-CPR/first aid not a separate preservice and/or in-service training requirement.
-No on-line training accepted for in-service training nor CPR training.

Child Documentation Policy

-No specific state guidelines for child enrollment.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Parent/Guardian must present proof of child immunizations within 14 days of child's enrollment, including Hib; exemptions to this policy for life or health or religious objection.
-No information provided regarding Hib immunization for enrolled children.

Discipline Policy
-No discipline policy regarding corporal punishment.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Environmental Policy
-No requirements for facilities to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-No information about state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Medication Policy
-Regulations do not restrict nor provide guidance for administering medications or miscellaneous medical procedures.

National Life Safety Fire Code Policy
-Has not been adopted.

Playground Policy
-Regulations do not address playground safety nor do they prohibit use of trampolines at centers.

Regulatory Process Subcontracting Policy
-ID does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy
-Smoking is allowed without restriction.

Swimming Pool Policy
-No guidelines regarding swimming pools, child/staff ratios, or Red Cross lifesaving training requirements for staff.

Transportation
-No regulations concerning the transportation of children.

Drop-In Child Care
-"Drop-in" child care is not regulated.

Infant Care Programs
-No separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-No special regulations for overnight care.
-Centers do provide overnight care; exact number unknown.

Programs for Children with Disabilities
-No separate regulations for caring for children with disabilities.
-Compliance with ADA in providing services to children unknown.

School Age Care Programs

-No separate regulations for before and after school programs.

Sick Child Care Programs

-No separate regulations for caring for sick children.

Subsidized Programs/Tiered Reimbursement Rates

-Contact Health and Welfare, Family Self Support, Division of Welfare, Box 83720, Boise, ID 83720-0036; (208) 334-5691.

-No Tiered Reimbursement Plan in place at the present time.

Surveillance Camera Policy

-Regulations do not address the use of surveillance cameras.

Reporting Child Abuse and Neglect

-Contact local Health and Welfare Offices.

Parental Contacts

-No information available to parents on monitoring or inspections of centers via the Internet.

Local Contacts

-Region I
 -H&W, FACS, 1250 Ironwood, Suite 100, Coeur d' Alene, ID 83814
  (208) 769-1515; (800) 548-7961
-Region II
 -H&W, FACS, 1118 "F" Street, P.O. Drawer B, Lewiston, ID 83501 (208) 799-4360
-Region III
 -H&W, FACS, 3402 Franklin Road, P.O. Box 1219, Caldwell, ID 83605 (208) 454-0421
-Region IV
 -H&W, FACS, 1720 Westgate Drive, Suites A-D, Boise, ID 83704 (208) 334-6800
-Region V
 -H&W, FACS, 601 Poleline Rd., Twin Falls, ID 83301 (208) 734-4000
-Region VI
 -H&W, FACS, 1090 Hiline, P.O. Box 4166, Pocatello, ID 83205 (208) 235-2800
-Region VII
 -H&W, FACS, 150 Shoup Avenue, Suite 19, Idaho Falls, ID 83402 (208) 528-5914

New or Pending Legislation

-None.

ILLINOIS (IL)

Information
Supplied by: Gonzalo Ayoroa
DCFS - Office of Children & Family Policy
406 East Monroe; M.S. 65D
Springfield, IL 62701
PHONE: (217) 524-1983
FAX: (217) 524-3347

Definition and Number of Regulated Programs

- **3,125** licensed day care centers.
- Nursery schools, prekindergartens, and religiously affiliated centers not exempt from licensure, are included in this number; IL exempts from licensure programs operated by public or private (including religious) school systems serving children who have attained the age of 3; there are no provisions to exempt any day care programs serving children under age 3.
- No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises; considered transient child care.
- Licensor to center ratio: information not available.

Requirements

- License required; preapproval inspection required.
- Licenses are renewed every 3 years; no license fee.
- No orientation required prior to licensure of a center.
- Fire safety inspection required annually; health inspection required every 3 years, or in accordance with local health jurisdictions.
- General public liability insurance with $300,000 per occurrence required; professional liability insurance not required.
- Physical security of the child care center: a written record which includes the name of the individual, date and time must be kept when a child is released to someone other than the parent(s) or guardian(s); no other physical security (such as a card access system) is addressed by the State.

Regulations

- Space requirement per child: indoor - 55 sq. ft. for infants and toddlers; 35 sq. ft. per child; outdoor - 75 sq. ft.; outdoor space must accommodate 25% of enrollment.
- Staff/child ratios: infants - 1:4; toddlers - 1:5; two year olds - 1:8; preschool - 1:10; school- age - 1:20; mixed age groups - must have ratio required for lowest age child.
- Naptime staff/child ratios: for other than infants and toddlers, 50% of the staff is required during nap times, provided the required staff/child ratio is maintained on the premises; infants and toddlers shall be under the direct supervision of staff required at all times.
- Group size delineations: infants (maximum group size - 12); toddlers (maximum group size - 15); infants and toddlers (maximum group size - 14); 2-3 years (maximum group size - 16); 2-4 years (maximum group size - 16); 2-5 years (maximum group size - 16); 3-4 years (maximum group size - 20); 3-5 years

(maximum group size - 20); 4-6 years (maximum group size - 20); and 6 years and over (maximum group size - 30).

-During hours of operation at least one staff member certified in first aid, infant/child CPR and the Heimlich maneuver must be present.

-Regulations allow for care of mildly ill children in centers with certain restrictive language.

-Regulations require facilities to sign a statement, at licensure and renewal, that there are no Consumer Product Safety Commission banned children's equipment. Centers must take responsibility for getting CPSC information; Licensing Specialist have current information on site visits. Centers also must have current information from National Traffic Safety Commission if transporting children.

-Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical are. Information used to review if centers following regulations or if incident was result of neglect.

Unannounced Inspection Policy

-A minimum of one unannounced annual visit; all complaint investigations are unannounced, as are follow-up visits.

Complaint Procedure

-Law authorizes immediate closing of a center required when health, safety, welfare or morals of children are in jeopardy.

-Length of time center has to come into compliance depends upon seriousness of violation and impact upon care.

-Resource and referral agencies notified when a center is closed.

-Complaints registered against a center are responded to.

-Toll free day care information line to access substantiated complaints in a licensed facility, 1-800-746-0829.

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirement for center director - 21; minimum age requirement for other center staff - 19.

-Compliance with ADA in staff hiring: Current rule does not prohibit hiring of specially abled if physical and mental health do not interfere with child care responsibility. Rule Language Provisions will address compliance with ADA.

Staff Prescreening

-Staff required to be prescreened by child abuse clearance, criminal records background information check, IL sex offender registry, TB skin test, chest x-ray (in cases of positive skin test), and medical examination every 2 years thereafter; no recent change in TB screening policy.

-Crimes that prohibit employment: child abuse (IL only), criminal history (IL and FBI if individual acknowledges conviction(s) and/ or has lived in IL less than 3 years).

-Not required - AIDS, Hib and measles immunizations, drug and alcohol tests.

-Conditional hiring prior to results of prescreening is allowed; however, staff may not be left alone with children until they have cleared the child abuse/ neglect check and the sex offender registry; policy established by facility, but hiring criteria must be met.

-3 character references required.

-Substitutes shall have same qualifications of staff for whom they substitute.

Staff Training

-Specific preservice education and/or experience required for center director, lead/head teachers, assistant teachers (amount required depends on position; courses required depend on age and number of children in care); dietician and kitchen staff have the same personal qualifications as for other staff.

-15 hours annual in-service training required for center staff.

-Special training required for care of children with disabilities.

-No special training required for infant care (except requirements for nurse/doctor consultant), sick child care, or drop-in care.

-On-line (self-study) training is accepted for in-service training with prior approval of center director. No on-line training accepted for CPR.

Child Documentation Policy

-Centers must maintain record file on each enrolled child.

-Follows IL Dept. of Public Health policy for lead screening and TB tests.

Child Immunization Policy

-All enrolled children must be immunized, including Hib immunization and chicken pox; exemptions allowed on religious grounds or clinical reasons.

Discipline Policy

-Center staff shall use disciplinary measures designed and carried out in such a way as to help individual children develop self control and to assume responsibility for their own acts. No child shall be subjected, under any circumstances, to corporal punishment inflicted upon the body or to verbal abuse, or be deprived of regularly scheduled meals or any part of meals as punishment, or punished for toilet accidents.

Emergency Medical Consent Policy

-Standards require parent(s) to provide name, address and telephone number of physician and names of other persons to contact if the parent(s) are not available in an emergency situation. Forms do not have to be notarized.

Environmental Policy

-No information available about testing facilities for radon and asbestos; rules state that facilities must be free of lead.

Medication Policy

-Standards require a facility to have and maintain a written policy regarding medication; requires delegation of a specific staff person to dispense and properly document medication daily or when applicable.

National Life Safety Fire Code Policy

-Has been adopted; State Fire Marshal's office implemented NFPA's 1991 LSC.

Playground Policy

-Standards have specific rules regarding playground safety using CPSC Handbook for Public Playground Safety and STM Guidelines as guides.

-Regulations do not prohibit use of trampolines in child care centers.

Regulatory Process Subcontracting Policy

-Employed staff of the Department must conduct/perform licensing activities in day care centers and group day care homes; licensed child welfare agencies may recommend licenses for family day care homes.

Smoking Policy
-Smoking is not permitted.

Swimming Pool Policy
-Guidelines must meet requirements of the IL DPH.
-Child/staff ratios are affected: Infant/Toddler (1-1); 2 yr olds (4-1); 3 yr olds (6-1); 4 yr olds (8-1); 5 yr olds (10-1); and school-age (15-1).
-At least one staff member must have Red Cross lifesaving training.

Transportation Policy
-Special regulations concerning the transportation of children are included in the licensing standards.

Drop-In Child Care
-Determined by definition of who is subject to licensure as to whether or not it is regulated.

Infant Care Programs
-Separate additional regulations in the licensing standards for centers which service infants.
-There are centers providing care to "infants only," defined as 6 weeks-2 years.
-The number of "infant only" centers in the state is unavailable.

Overnight Care Programs
-Special additional regulations for overnight care.
-Number of centers providing overnight care is unavailable; facilities are generally associated with employment related child care - hospitals/or other employers requiring shift schedules.

Programs for Children with Disabilities
-Separate additional regulations in the licensing standards about providing care for specially abled children; mainstreaming of children with disabilities is encouraged.
-Department requires all center directors to take a training class on care of children with disabilities.
-Compliance with ADA in providing services to children is addressed.

School Age Programs
-A section of the current Standards addresses school-age child care.

Sick Child Care Programs
-Current rules allow for some discretion to care for mildly ill children, with specific health considerations, otherwise governed by public health regulations.

Subsidized Programs/Tiered Riembursement Rates
-Contact through local Department of Human Services (Public Aid office).
-No tiered reimbursement program in place.

Surveillance Camera Policy
-Surveillance cameras are not prohibited by law nor are they condoned by law.

Reporting Child Abuse and Neglect
-Call (800) 252-2873.

Parental Contacts
-No information available via the Internet on monitoring or inspections on licensed facilities. Information is available via a toll free information line.

Local Contacts
-4 regional offices within the State.

New or Pending Legislation
-None.

INDIANA (IN)

Information
Supplied by: John Schmidt
Division of Family and Children
402 West Washington St., Room W386 (MS02)
Indianapolis, IN 46204
PHONE: (317) 232-4468
FAX: (317) 234-1513

Number and Definition of Regulated Programs
-**659** licensed centers.
-Private or public school programs are exempt from licensing; day care religious ministries are registered.
-Nursery schools, prekindergartens and religious child care registered ministries are not included in this number.
-No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
-Licensor to center ratio: 1:82.

Requirements
-License required; preapproval inspection required.
-Licenses are renewed every two years; no fee.
-Orientation required prior to licensure of a child care center; 6 hours covering statutes, and regulations, program content, health, sanitation, nutrition, fire, building safety, CPS and CCDF voucher procedures.
-Fire safety and Health inspections required annually; building code inspection required once by State - local inspections vary.
-General or professional liability insurance not required.
-Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations
-Space requirements per child: indoor - 35 sq. ft. (excludes kitchen, hallways and bathrooms); outdoor - 50 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:5; 2 year olds - 1:5; 3 year olds - 1:10; 4 year olds - 1:12; 5 year olds - 1:15; 6 year olds and up - 1:20.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: infants (maximum group size - 8); toddlers (maximum group size - 10); 2 year olds (maximum group size - 15); 3 year olds and up (no maximum group size); toilet trained and 31-36 months may be grouped with 3 year olds (maximum group size - 14); and fewer than five 2 year olds may be combined with the 3 year olds (maximum group size - 15).
-At least one adult on the premises whenever children are present must be trained in pediatric CPR.
-Regulations do not allow for care of mildly ill children in centers.
-State disseminates Consumer Product Safety Commission data on banned children's equipment to centers through their field consultants; if dangerous equipment violates rules, appropriate enforcement action is taken.
-Regulations require centers to report to licensing the death of a child, a miss-

ing child, a child's injury that requires medical care. Information is compiled as documentation in support of more stringent regulations and/or enforcement.

Unannounced Inspection Policy
-Approximately 3 times per year (licensing inspections and complaints).

Complaint Procedure
-If children are at risk or in imminent danger, immediate closing of center is required.
-Policies that require only a warning exist; probationary licenses may be issued.
-Length of time center has to come into compliance depends on severity of non-compliance.
-Centers with enforcement action pending are not included on lists to parents or resource and referral organizations.
-Complaints registered against a center are responded to; the staff person assigned a complaint has 30 days to file written response for the center file.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18 and age 21 for infants and toddlers.
-Compliance with ADA in staff hiring is required under federal law. All centers expected to comply.

Staff Prescreening
-TB skin test and general medical examination required within 3 months prior to employment; TB test us required annually thereafter for all persons having direct contact with children required; if TB test is positive, chest x-ray is mandatory; no recent changes in TB screening process.
-Criminal records background check and child abuse clearance also required; does not go outside of state lines.
-Crimes that prohibit employment: conviction for any felony or misdemeanor involving children is grounds for negative licensing action.
-Not required - fingerprinting, AIDS test, Hib and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening not allowed.
-No written references required; each center has own requirements.
-A responsible adult age 18 or over must always be readily available to substitute for a regularly assigned staff member in charge of a unit of children.

Staff Training
-Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
-At least 12 hours of annual in-service training required for center staff.
-All employees providing direct care to children must have training in basic first aid within three months of employment and at least every three years thereafter.
-All staff members who have direct contact with infants and toddlers must have current training in first-aid procedures, particularly control of bleeding, treatment for shock, artificial respiration, poisoning, choking and seizures, prior to giving care; no special training required for special needs care, sick child care, or drop in care.

-On-line training is accepted for 12 hours of in-service training if properly documented as to content and time; CPR on-line training is not accepted.

Child Documentation Policy
-Center must keep adequate social and progress records, as well as identifying information, on each child in care.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including Hib immunization, unless a specific immunization is a danger to the health of the child.

Discipline Policy
-The director must not use, nor permit any person to use, corporal or other cruel, harsh or unusual punishment, or any humiliating or frightening method to control the actions of any child or group of children. No child may ever be shaken, hit, or spanked.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Medication Policy
-Regulations include specific rules for dispensing over the counter and prescription medication as well as any medical procedure. Written physician's order with specific instructions.

National Life Safety Fire Code Policy
-Has not been adopted.

Playground Policy
-Regulations have specific rules for playground safety based on the CPSC Handbook for Public Playground Safety.
-Trampolines are prohibited in child care centers.

Regulatory Process Subcontracting Policy
-IN does not subcontract any or all of the child care center regulatory process to a public or private agency/organization; reason generally given is that cost effectiveness has not been proven.

Smoking Policy
-Smoking is prohibited in areas where children are present, are at any time present, and in the kitchen.

Swimming Pool Policy
-Guidelines include that the pool be maintained according to state health regulations; written parental permission; pool must be fenced; locked gate; and

two flotation devices.
-Child/staff ratios are affected; must be 2 times regular ratio.
-Staff required to have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Drop-In Child Care
-"Drop-in" child care is not regulated.

Infant Care Programs
-Separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-Special regulations include additional state fire marshal requirements.
-6 centers provide overnight care.

Programs for Children with Disabilities
-No special regulations.
-Compliance with ADA in providing services to children are required under federal law. All centers expected to comply. Alleged ADA discrimination complaints are investigated by licensing.

School Age Care Programs
-Separate regulations do not exist for school age child care.

Sick Child Care Programs
-No specific regulations for care of children who become ill at a center exist, except sick children must be removed from a center.

Subsidized Programs/Tiered Reimbursement Rates
-Contact IN Division of Family and Children, Bureau of Child Development, 402 West Washington St., 3rd floor, Indianapolis, IN 46204; (317) 232-2291.
-No Tiered Reimbursement Program at this time; one is in the planning stage.

Surveillance Camera Policy
-Regulations do not specifically prohibit use of surveillance.

Reporting Child Abuse and Neglect
-Each county has child protection services phone numbers; also statewide 800 number.

Parental Contacts
-Information is available via the Internet on monitoring and inspections on licensed at their website:

Local Contacts
-None.

New or Pending Legislation
-Legislation pending to regulate previously unregulated part-day, part-week preschools.

IOWA (IA)

Information
Supplied by:

Janice Von Arb
Child Care Licensing
DHS - Division of ACFS
Hoover State Office Building, 5th Fl.
Des Moines, IA 50319
PHONE: (515) 281-3582
FAX: (515) 281-4597

Number and Definition of Regulated Programs

- -**1,497** licensed centers.
- -Number includes preschools, prekindergartens (which are not part of an approved school system) and religiously affiliated centers.
- -Preschools licensed separately, but with same regulations.
- -Exempt from licensing: (1) any instructional program administered by a public or nonpublic school system accredited by the department of education or the state board of regents or a program provided under IA Code section 279.49 or 280.3A; (2) A church-related instructional program of not more than one day per week; (3) Short-term classes held between school terms; (4) A child care center for sick children operated as part of a pediatric unit in a hospital licensed by the department of inspections and appeals pursuant to IA Code chapter 135B; (5) A non-profit program operated by volunteers for no charge for not more than 2 hours during any 24-hour period; (6) A program provided by the state or a political subdivision, which provides recreational classes for a period of less than 2 hours per day; (7) A program administered by a political subdivision of the state which is primarily for recreational or social purposes and is limited to children who are 5 years of age or older and attending school; (8) An instructional program administered by a nonpublic school system which is not accredited by the department of education or the state board of regents; (9) any special activity programs that meet on a regular basis such as music or dance classes, organized athletics or sports programs, scouting programs, or hobby or craft classes or clubs; and (10) child care in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- -Licensor to center ratio: 1 to 166.

Requirements

- -License required for anyone who is not registered and caring for 7 or more children; preapproval inspection required.
- -Licenses are renewed every 24 months; no license fee.
- -Orientation required prior to licensure of a center; one on one consultation on the minimum requirements that must be met.
- -Fire safety inspection required every 24 months; building code and zoning inspections depend on local requirements at the time of opening.
- -General and/or professional liability insurance not required.
- -Physical security of the child care facility focuses on premises issues related to environmental, traffic and play ground hazards; policies are required to address intruders in the center.

Regulations

-Space requirements per child: indoor - 35 sq. ft. (program area only with a minimum of 80 sq. ft. total); outdoor - 75 sq. ft. (at any one time with a minimum of 1000 sq. ft. total); in room with infants with cribs - 40 sq. ft.

-Staff/child ratios: infants - 1:4; 2 year olds - 1:6; 3 year olds - 1:8; 4 year olds - 1:12; 5 to 10 year olds - 1:15; mixed age groups - based on age of majority of children in group.

-Naptime staff/child ratios: ratios above must be met in the premises, but only one adult is required in each nap room for a period of time not to exceed 1 hour while all children are asleep (ratio maintained in infant room).

-Group size delineations: none.

-Someone must be on premises at all times with current first aid; director must have first aid and CPR; all staff 18 years old and up and working more than 20 hours must be certified in first year of employment in first aid and CPR and must maintain certification.

-Regulations allow for care of mildly ill children but centers must have a written illness policy and must provide a quiet area for children.

-State does not send Consumer Product Safety Commission data on banned children's equipment to licensed facilities, however, individual licensing consultants or resource and referral agencies may share the information with the facilities.

-Regulations do not require child care centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care.

Unannounced Inspection Policy

-One unannounced visit required each licensing year.

Complaint Procedure

-No policies that require immediate closing of a center; if the children are in immediate danger, can request injunction from County Attorney.

-No specific written definition for policies that only require a warning.

-Length of time center has to come into compliance depends on the specific deficiency.

-Resource and referral agencies not officially notified if a center is closed.

-When a complaint is registered against a center, the responsible child care consultant investigates immediately and sends a written report to the center and keeps one in file; further response depends on result of investigation.

-Complaints are maintained in the licensing file and open to the public.

Staff Qualifications

-No state recommended salary schedule for center staff. Salary is established by the state personnel classification system.

-Minimum age requirement for working in a center is 16 if under the supervision of an adult and 18 if alone with children.

-Centers are required to make reasonable accommodations in providing care for a child with a disability.

Staff Prescreening

-Center staff required to be initially prescreened via a child abuse and criminal background check, and every 2 years thereafter; medical examination initially and every 3 years; TB skin test required.

-Crimes that prohibit employment: criteria used to assess each criminal conviction or founded child abuse; supervisor and additional training often placed as contingencies on approval employment.

-Not required - fingerprinting, chest x-ray, AID test, drug and alcohol tests.
-Measles or Hib immunizations are not mandated for staff; physical exam requirements include testing for communicable diseases.
-Conditional hiring prior to results of prescreening is allowed until forms are returned to center.
-No written references required by state regulation.
-Center should have substitutes (if not, temporary substitutes may be used until files are completed) who meet requirements on file.

Staff Training

-Combination of formal education, experience and training required for center directors and on-site supervisors; no requirements for teacher aides, and the dietician and kitchen staff; may develop requirements for lead teachers.
-10 hours training required in specific subjects (in addition to CPR, First Aid and mandatory reporting of child abuse) for line staff employed more than 20 hours per week.
-6 hours annual thereafter; 8 for director and on-site supervision.
-Staff employed less than 20 hours per week - minimum of 5 hours training required the first year; 4 hours annual thereafter.
-No special training required for infant care, care of children with disabilities, or drop in care, although training must be related to the developmental & cultural characteristics of children served; get well centers require an LPN or RN on duty at all times and 17 hours of specialized training.
-On-line training is accepted for in-service training requirements, with the exception of CPR training.

Child Documentation Policy

-Preschool children are required to have on file before entering: immunization record, emergency medical consent form, permission for specific individuals to pick up child, necessary information to obtain emergency medical and dental care and emergency contact person; pre-enrollment physical exam report submitted within 30 days.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children are required to be immunized, including Hib.

Discipline Policy

-Physical punishment, and any punishment that is humiliating, frightening, or causes pain or discomfort, or connected with food or toilet training is prohibited; also prohibited is verbal abuse, threats or derogatory remarks about the child and the child's family.

Emergency Medical Consent Policy

-Written consent is required, but does not have to be notarized, depending on local hospital requirements.

Environmental Policy

-Facilities are required to be assessed for the presence of carbon monoxide, radon or lead (but not asbestos) as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Medication Policy
-All medicine must be in original container; must keep record of administration.

National Life Safety Fire Code Policy
-Has not adopted; abide by rules promulgated by State Fire Marshal specific for child care centers.

Playground Policy
-Playgrounds must be safe and free of hazards.
-Regulations do not prohibit trampolines in child care centers.

Regulatory Process Subcontracting Policy
-IA does not subcontract any or all of the child care center regulatory process to a public and/or private agency or organization.

Smoking Policy
-During hours of operation, smoking shall not be allowed in the center, outside play area, or facility-operated vehicle. Smoking shall never be allowed in food preparation or storage areas.

Swimming Pool Policy
-Falls under Department of Public Health for sanitation of public pools.

Transportation Policy
-A second staff member must be present if 7 or more children are being transported for reasons other than transportation to school.

Drop-In Child Care
-"Drop-in" child care is not regulated if the parents are on the premises and remain immediately available.

Infant Care Programs
-Center must report to parents each day, for children under 24 months, the amount of time the child slept, amount of food consumed and times at which the child ate, and time of and irregularities in bowel movements, general disposition and activities.
-No information available on "infant only" centers.

Overnight Care Programs
-Bathing facilities not required; crib/cot/bed and bedding must be provided.

Programs for Children with Disabilities
-No separate regulations; mainstreaming is not required, but is allowed.
-Regulations state reasonable accommodations must be made based on special needs of children with disabilities.
-Allow for additional qualifications for director and on-site supervisor.

School Age Care Programs
-Allow for additional qualifications for director and on-site supervisor.
-Accommodation made for immunization record keeping and environmental assessment for school-operated programs in school buildings.
-Separate regulations for school age child care do not exist.

Sick Child Care Programs

-Additional regulations exist requiring different physical arrangements of facility, staff ratio, staff training and requiring an RN or LPN, triage procedures, and medical doctor as consultant. The Department has a license for Get Well Centers.

Subsidized Programs/Tiered Riembursement Rates

-Contact Department of Human Services local office.

-No tiered reimbursement plan but they have a Gold Seal Program which provides a $500 bonus if the center is accredited by NAEYC.

Surveillance Camera Policy

-Regulations do not address use of surveillance cameras.

Reporting Child Abuse and Neglect

-Statewide number: (800) 362-2178; each county has specific numbers.

Parental Contacts

-No information available via the Internet on monitoring or inspections of licensed facilities.

Local Contacts

-Each county has a Department of Human Services Office.

New or Pending Legislation

-None.

KANSAS (KS)

Information
Supplied by:
Janet Newton, Program Administrator
Bureau of Child Care Licensing & Regulation
Department of Health and Environment
1000 S.W. Jackson, Suite 200
Topeka, KS 66612-1274
PHONE: (785) 296-1270
FAX: (785) 296-0803

Definition and Number of Regulated Programs

- **1,338** (includes 1,067 licensed child care centers; 271 preschools).
- Nursery schools, preschools, prekindergartens, religiously affiliated centers and school age programs are included in this number.
- No regulations for child care facilities that operate in health clubs, spas, bowling alleys, etc. when parents on the premises.
- Licensor to center ratio: 1:161.

Requirements

- License required; preapproval inspection required.
- License reviewed annually; license fee is $15 for license capacity of up to 12 children; 13 or more is a base fee of $35 plus $1 for each child in capacity with a maximum of $75; fees go to state general fund.
- Orientation required prior to licensure of a center; hours vary according to the size of unit and license capacity for program directors.
- Fire safety inspection required annually; building code inspection required annually where city requires; sanitation inspection required yearly if using septic system or well water.
- General liability insurance and accident insurance for children is required; if transporting children vehicle must be insured for $100,000/$300,000 for injury and $50,000 for property; professional liability insurance not required.
- Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations

- Space requirements per child: indoor - 35 sq. ft., excluding passage ways, restrooms, kitchens, crib space; outdoor - 75 sq. ft. to accommodate 1/2 of license capacity (min. 750 sq. ft.).
- Staff/child ratios: infants - 1:3; toddlers - 1:5; 2 1/2 to 6 years - 1:10; 3 to 6 years - 1:12; schoolage (K-12) - 1:14; schoolage (6-12) - 1:16; mixed age groups (ages 0-6) - 1:4, maximum of 8 children in one group.
- Naptime staff/child ratios: same as above; no change.
- Group size delineations: birth-12 months (group size - 9); 12-30 months (group size - 10); 2-3 years (group size - 14); 2 1/2 - 6 years (group size - 20); 3-6 years (group size - 24); kindergarten (group size - 28); 6 years and up (group size - 32); and mixed age groups of birth-6 years (group size - 8).
- Regulations allow for the care of mildly ill children with some restrictions.
- State sends Consumer Product Safety Commission data on banned children's

equipment to Licensing surveyors, who use information to spot check for recalled items during inspections.
-Regulations requires centers to notify licensing on the death of a child but no a missing child nor a child's injury that requires medical care, however, parents must be notified of any injuries.

Unannounced Inspection Policy
-Yes, annually and in complaints; compliance checks are conducted following enforcement action.

Complaint Procedure
-Policies that require immediate closing of a center include emergency suspension capability in life endangered situation.
-Length of time center has to come into compliance depends on violation; 5 days for compliance or plan for compliance.
-Resource and referral agencies are notified when the department intends to close a center by enforcement action; monthly lists of active files are now available to R&R's.
-When complaint is registered against a center, the Health Dept.and/or SRS conduct complaint investigations; reports are sent to DHE; enforcement action may be taken.
-Current regulations authorizes for up to a $500 fine per violation per day.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirements for center staff: directors and lead teachers - 18; aides - 16; volunteers - 14.
-Compliance with ADA in staff hiring is administered by another agency.

Staff Prescreening
-Child abuse clearance, KBI criminal records background check, TB skin test or chest x-ray and medical examination are required; no recent change in TB screening procedure.
-Crimes that prohibit employment: any crimes against persons.
-Not required - fingerprinting, AIDS test, Hib and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening are allowed for one week.
-Written references required.
-Requirements for temporary substitutes are in regulations.

Staff Training
-Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, teacher aides, cook and kitchen staff.
-Annual in-service training required for center staff: 10 clock hours for staff; 5 clock hours away from center for directors.
-First aid and Symptoms of Illness/Signs of Abuse and Neglect are separate preservice and/or in-service requirement.
-Special training required for infant care and care of children with disabilities; no special training required for drop in care.
-On-line training is accepted for in-service requirements if taken from an accredited University, with the exception of CPR Training.

Child Documentation Policy

-Health Assessment and Medical Record including current immunizations are required for each enrolled child.

-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children are required to have Polio, MMR and DATP; recommended to have, Hib and Hep. B immunizations.

Discipline Policy

-Corporal punishment is prohibited.

Emergency Medical Consent Policy

-Forms are required to be acceptable to the hospital that provides emergency treatment; form may have to be notarized, depends on the hospital's requirement.

Environmental Policy

-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure, unless required by local ordinance.

-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Medication Policy

-Training for staff to administer all medications safely is available through the Healthy Child Care Kansas Curriculum.

-Signed parent permission required.

National Life Safety Fire Code Policy

-Has been adopted.

Playground Policy

-Regulations use the Handbook for Public Playground Safety by the U.S. Consumer Product Safety Commission as playground standard. Regulations provide for consultation/technical assistance; violations are written for hazards in the playground environment.

-Regulations prohibits use of trampolines at child care facilities.

Regulatory Process Subcontracting Policy

-KS subcontracts part of the child care center regulatory process; inspections and investigations are done by community health departments and private contractors.

Smoking Policy

-Smoking is prohibited in licensed centers while children are present.

Swimming Pool Policy

-Guidelines include: swimming pools with water over 24" deep, wading pools, and hot tubs on the premises must be constructed, maintained, and used to safeguard the lives and health of the children; number and ages of children limited to allow appropriate supervision by adult staff members; legible safety rules posted in conspicuous location, and read and reviewed weekly by each staff member responsible for the supervision of children; below-ground swimming pools enclosed by fence not less than 5 ft. high; above-ground swimming pools shall be 4 ft. high or enclosed with fence not less than 5 ft. high; steps removed from pool when pool not in use; sensors not used in lieu of fence; pool 6 ft. in width, length, or diameter provided with ring buoy and rope or shepherd's hook of sufficient length; children never permitted to play without supervision near wading pool with water; water in wading pools emptied daily; hot tubs covered with insulated cover secured with straps or locks; children in day care not permitted to use hot tubs; ponds and lakes used only by children over 6 years of age, and must be approved for swimming by county health dept. or Kansas Dept. of Health and Environment or like Department.

-Child/staff ratios are maintained the same as required ratios for various age groups.

-A person with a life saving certificate or a person with training in CPR who can swim shall be in attendance when children are using a swimming pool; certified lifeguard on duty at ponds and lakes.

Transportation Policy

-Current driver's license and insurance, seat restraints, supervision and vehicle safety check.

Drop-In Child Care

-Same requirements as regularly enrolled children.

Infant Care Programs

-Regulations for centers have special sections for preschool care, special needs programs, full-day care, infant and toddler care, school age care, and intergenerational care.

-No centers provide care to "infants only."

Overnight Care Programs

-No current special regulations for overnight care.

-Centers do provide overnight care, but exact number is unknown.

Programs for Children with Disabilities

-Separate regulations for the care of children with disabilities exist.

-Compliance with ADA in providing services to children is administered by another agency.

School Age Programs

-Child care, before and after school programs are licensed, including programs in public schools, offered by parks and recreation.

Sick Child Care Programs

-No separate regulations.

Subsidized Programs/Tiered Reimbursement Rates

-Contact the Department of Social and Rehabilitation Services: (785) 296-6772.

-No tiered reimbursement program in place at this time.

Surveillance Camera Policy

-Regulations do not address the use of surveillance cameras.

Reporting Child Abuse and Neglect

-Call 1-800-922-5330 or the local Social and Rehabilitation Services Office.

Parental Contacts

-KS is redesigning the current system to provide monitoring and inspection information on licensed facilities via the Internet.

Local Contacts

-Local County Health Department.

New or Pending Legislation

-School Age Program regulations are being promulgated; they anticipate the regulations will be implemented this Winter.

KENTUCKY (KY)

Information
Supplied by:

Wilma Hathcock, Asst. Director
Division of Licensed Child Care
OIG, Cabinet for Health Services
275 East Main Street 5E-A
Frankfort, KY 40621
PHONE: (502) 564-2800
FAX: (502) 564-6546

Number and Definition of Regulated Programs

- -**2,173** licensed centers.
- -Nursery schools, prekindergartens and religiously affiliated centers are included in the number.
- -Regulations do not typically apply for child care facilities in health clubs, spas, bowling alleys etc while parents are on the premises.
- -Licensor to center ratio: approximately 1:50.

Requirements

- -License required for care of 7 or more children who are not the children, grandchildren, nieces, nephews, or children in legal custody of the provider of care; preapproval inspection required.
- -Licenses are renewed annually; $50 initial licensure fee for Centers; $25 renewal fee; money goes to state general fund.
- -No orientation required prior to licensure of a center.
- -Fire safety and building code inspection required annually.
- -General liability insurance of at least $100,000 per occurrence required; professional liability insurance not required.
- -Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations

- -Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft.; indoor space in lieu of outdoor play area is 60 sq. ft.
- -Staff/child ratios: infants - 1:5; toddlers - 1:6; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 year olds - 1:14; school age - 1:15; 7 and older - 1:25 (before/after school); 7 and older - 1:20 (full day care).
- -Naptime staff/child ratios: same as above; no change.
- -Group size delineations: birth-1 year (maximum group size - 10); 1-2 years (maximum group size - 12); 2-3 years (maximum group size - 20); 3-4 years (maximum group size - 24); 4-5 years (maximum group size - 28); 5-7 years (maximum group size - 30); and 7 years and older (maximum group size - 30).
- -One person on duty at all times certified in infant and child CPR and first aid.
- -Regulations do not prohibit care of mildly ill children but do prohibit care of children with contagious illnesses.
- -State shares Consumer Product Safety Commission data on banned children's equipment with Regional Program Mangers and surveyors, currently not disseminated to licensed facilities.
- -Regulations require that centers notify licensing on the death of a child, a

missing child or a child's injury that requires medical attention. Agency investigates incident and refers to other agencies.
- Regulations require employees to report to employer if they are under investigation for alleged abuse or neglect. Employer must report this to Licensing.

Unannounced Inspection Policy
- Annual relicensure inspections are unannounced and complaint investigations.

Complaint Procedure
- If children in care are in immediate danger, a license may be revoked.
- Length of compliance time is based on severity of the cited deficiency.
- Resource and referral agencies are notified when center is closed.
- All allegations of non-compliance with licensure standards require mandated investigation on an unannounced basis.

Staff Qualifications
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18; minimum age requirement is 16 if under supervision of adult worker.
- Compliance with ADA in staff hiring involves providing information to providers regarding the ADA. CFC/DCBS policy somewhat overlaps with ADA regulations.

Staff Prescreening
- Fingerprinting, child abuse clearance for center directors, criminal records background check, TB skin test required; chest x-ray required if appropriate (per physician); no recent changes in TB screening procedure.
- Crimes that prohibit employment: directors of a child care center will be screened to determine if he/she has been identified as a perpetrator of abuse or neglect or has been convicted of a sexual offense.
- Not required - medical examination, AIDS test, Hib and measles immunizations, drug and alcohol tests.
- Conditional hiring prior to results of prescreening is allowed.
- Temporary substitutes must meet same requirements as staff.

Staff Training
- Preservice education and/or experience required for center director; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
- 12 hours annual in-service training required for center staff.
- 6 hours orientation training for newly hired staff during first 3 months.
- No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
- On-line training for in-service requirements is not promoted but may be accepted if received from accredited university or college. CPR on-line training not accepted.

Child Documentation Policy
- Medical records are required for each enrolled child.
- No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
- All enrolled children are required to be immunized; except for Hib immunization;

records must be on file.

Discipline Policy
-Physical punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Medication Policy
-Facilities are not prohibited from administering over the counter medications; regulations do have procedural requirements for medication administration like daily written permission from the parent; medication must be stored in locked containers, have physicians orders for prescribed medicines. Staff must sign and date the time of administering of medicines. NOTE: centers may choose not to administer any type of medication.

National Life Safety Fire Code Policy
-Has been adopted and enforced by the State Fire Marshal's office.

Playground Policy
-Regulations state general safety requirements only.
-Regulations prohibit the use of trampolines in child care centers.

Regulatory Process Subcontracting Policy
-KY does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy
-Smoking prohibited within view of children.

Swimming Pool Policy
-Swimming pools are not specifically addressed in the regulations.

Transportation Policy
-A section of the regulations addresses transportation of children.

Drop-In Child Care
-Drop-in" situations are included in the definition of day care; no exemptions or special regulations apply to this type of care.

Infant Care Programs
-A section of the regulations addresses infant/toddler care.
-There are centers that provide care to "infants only," defined as under 1 year.
-There are 2 infant only centers and 13 programs caring for Infants and Toddlers.

Overnight Care Programs
-Special regulations for overnight care include different sleeping accommodations

and hours.
-Centers do provide overnight care, but exact number is unknown.

Programs for Children with Disabilities

-No separate regulations for caring for children with disabilities; must meet the individual needs of each child; mainstreaming of care is not required.
-Compliance regarding ADA involves training providers and licensing inspectors about ADA regulations. CFC/DCBS policy somewhat overlaps with ADA regulations.

School Age Care Programs

-New regulations have been filed specific to school age care.

Sick Child Care Programs

-No separate regulations.

Subsidized Programs/Tiered Reimbursement Policy

-Contact Michael Cheek, Director, Div. of Child Care, Cabinet for Family and Children, 6th Fl East, 275 E. Main St.,Frankfort, KY 40621,(502) 564-2524.
-No tiered reimbursement policy, a system being developed as part of HB-705.

Surveillance Camera Policy

-Regulations do not address use of surveillance cameras.

Reporting Child Abuse and Neglect

-Call (502) 564-2800.

Parental Contacts

-No information via the Internet on the monitoring or inspections of licensed child care facilities at the present time, however, the website does contain list of licensed facilities at www.chs.state.ku.us/oig.

Local Contacts

-Region A: Anna Word, Regional Program Manager, Division and Licensing Regulation, OIG, Western State Hospital, Hopkinsville, KY 42240 (270) 885-6143 X 480 FAX (270) 886-1336
-Region B: Jeannette Hood, Regional Program Manager, Division and Licensing and Regulation, OIG, L & N Building, Second Floor East, 908 West Broadway, Louisville, KY 40203 (502) 595-4079 FAX (502) 595-4540
-Region C: Wilma Hathcock, Regional Program Manager, Division of Licensing and Regulation, OIG, Room 433, Regional State Office Building London, KY. 40741 (606) 878-7827 FAX (606) 878-2773
-Region D: BJ Short, Regional Program Manager, Division of Licensing and Regulation OIG, Eastern State Hospital, 2259 Leestown Road, Lexington, KY 40508-2250, (606) 246-2301 FAX (606) 233-3142

New or Pending Legislation

-Adopted: a new four star rated licensing system is being field tested. The four star system will rate a center's compliance with state regulations, its teachers' skills and environmental factors such as safe playgrounds and adequate play time. Centers meeting minimum requirements are considered 1 star, centers could earn up to 4 stars if they have more qualified instructors, high compliance ratings and a safe and educational atmosphere.

LOUISIANA (LA)

Information
Supplied by:

Thalia Stevenson, Director
Bureau of Licensing
Dept. of Social Services
P.O. Box 3078
Baton Rouge, LA 70821
PHONE: (225) 922-0015
FAX: (225) 922-0014

Number and Definition of Regulations Programs

- **1,920** centers (1,502 Class A and 418 Class B).
- Day Care Center defined as: any place or facility operated by any institution, society, agency, corporation, person or persons, or any other group for the primary purpose of providing care, supervision and guidance of seven or more children not related to the caregiver and unaccompanied by parent or guardian, on a regular basis for at least 12 1/2 hours in a continuous seven-day week. A recognized religious organization which is qualified as a tax-exempt organization under Section 501(C) of the IRS Code and does not operate more than 24 hours in a continuous seven-day week is not considered a day care center.
- No regulations for child care facilities that operate in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- Licensor to center ratio: 1:83 for centers only, however, licensors are also responsible for a number of other children's programs.

Requirements

- License required; preapproval inspection required.
- License renewed annually; $25 initial application fee; additional as follows: $25 for 15 or fewer children; $100 for 16-50; $175 for 51-100; $250 for 101 or more; Class B church owned and operated centers are exempt.
- Class A centers may receive state and/or federal funds; and Class B cannot receive state or federal funds directly or indirectly.
- No orientation required prior to licensure of a center.
- Fire and safety and public health inspections required initially and annually; building and zoning code required initially only.
- General commercial liability insurance required for Class A licensed centers and vehicles if transporting children; professional liability insurance not required.
- Physical security of the child care facility (such as a card access system) is not addressed by the State.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft. for one-half the number licensed for indoor or 37.5 sq. ft. for each child.
- Staff/child ratios for B: 0-1 year 1:6; 1-2 years 1:8; 2-3 years 1:12; 3-4 years 1:14; 4-5 years 1:16; 5-6 years 1:20; school age - 1:25; mixed age groups - average ratio observed as long as no children under 2 are present [ratios apply for centers of 11 or more children].

-Effective March 15, 2001 for Class A centers: Staff/child ratios: 0-1 years 1:5; 1-2 years 1:7; 2-3 years 1:11; 3-4 years 1:13; 4-5 years 1:15; 5-6 years 1:19; over age 6 1:23. An average of the staff/child ratio may be applied to mixed groups of children ages 2, 3, 4 and 5. Ratios for children under 2 or over 5 years old are excluded from averaging. When a mixed group includes children under 2 years of age, the age of the youngest child determines the ratio; when a mixed group includes children 6 years and older, the ages of the children under 6 determines the ratio for the group.
Group size delineations: 0-1 years 2:10; 1 year olds 2:14; 2 year olds 1:11; 3 year olds 1:13; and 4 year olds 1:15.
-Naptime staff/child ratios: same as above.
-Group size delineations: 0-1 year (maximum group size 10); 1 year (maximum group size 14); 2 year (maximum group size 11); 3 years (maximum group size 14) and 4 years (maximum group size 15). Group size delineations are for Class A only.
-Fifty per cent of staff on the premises of a Class A site must be certified in Pediatric First Aid and be accessible to the children. At least 2 staff on the premises must be certified in Infant/Child/Adult CPR and be accessible to the children; Fifty percent of staff on the premises of a Class B site must be certified in Infant/Child CPR and accessible to children at all times. Pediatric First Aid is not required at Class B sites.
-One staff with Adult CPR must be present when children 8 and above are present.
-Regulations require that if children become ill in centers they must be placed in isolation until parent is consulted.
-Attorney General's Office distributes Consumer Product Safety Commission data on banned children's equipment. Licensing Specialists check for banned equipment during inspections.
-Regulations require centers to report to licensing the death of a child, a missing child, a child's injury that requires medical care. If the report warrants it, a referral is made to Protective Services.

Unannounced Inspection Policy
-State law requires all licensing visits to be unannounced.

Complaint Procedure
-State law does not cover immediate closing of a day care center; however, any child, or all children, may be removed from center if conditions exist which places the health and safety of a child, or children, in imminent danger and a court hearing is held within 7 days.
-Class A licensed center must post telephone number of Bureau of Licensing and parents informed that they may call if they have complaints; (Not required in Class B licensed centers).
-All child abuse complaints are referred to and investigated by Child Protection Agency.
-Licensing violations require a warning; follow-up licensing inspection made.
-If a license is denied or revoked; must be done with permission of a Child Care Committee; center has 30 days to file an appeal for a hearing before Bureau of Appeals; center may also file suit in district court.
-Resource and referral agencies are not notified of center closing on an individual basis. They obtain lists on an as-needed basis.

Staff Qualifications
-No state recommended salary schedule for staff.
-Minimum age requirements: 21 years for director; 18 years for all other staff.

-Compliance with ADA in staff hiring involves informing the center of regulations and checking compliance.

Staff Prescreening

-Criminal history check required. Fingerprinting only required if there is no name/social security number match (fingerprinting required by law, however, state police not requiring it at this time); Health Statement required initially and every 3 years thereafter for Class A and B centers; A and B Centers obtain doctor's statement 3 months before or with 30 days after beginning work.
-Crimes that prohibit employment: under state police law, not under the jurisdiction of the licensing bureau.
-Not required - AIDS and alcohol test, Hib and measles immunizations.
-Conditional hiring not allowed.
-Written references required on all staff. Telephone notes signed and dated are acceptable.
-Requirements for substitutes same as full-time staff.

Staff Training

-A combination of educational background and experience required for all center directors; none required for other staff.
-All staff required to participate in a one day orientation to the center followed by 4 days of supervised work with children; quarterly in-service training by center staff or director.
-All staff in Class A licensed centers must obtain 12 hours of training per year in job related subject areas.
-All staff Class B must obtain 3 hours of training in job related area plus 3 hours in health and safety.
-No special training required for infant care, care of children with disabilities, or drop-in care, but may be a part of the 12 hours of training above.
-No on-line training accepted by State for in-service training requirements.

Child Documentation Policy

-Child Information Form must be completed with medical and health record showing inoculations; transportation permission slip; third party pick up permission information; statement concerning emergency medical care, etc.
-No provision for prescreening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children required to be current in all immunizations, including Hib immunization.

Discipline Policy

-Corporal punishment not allowed in Class A centers; allowed with parental written permission for Class B centers.

Emergency Medical Consent Policy

-Required, but does not have to be notarized.

Environmental Policy

-No information provided about the testing of facilities for lead, radon or asbestos.

Medication Policy

-Regulations applies to Class A & B centers. If a center provides special medical procedures or dispenses any form of medication to children in care. the center must have written parental permission and instructions; information must include child's name. date. dosage. time. name of medication and possible side effects. (Class B does not require side effects.) Records must be kept for each child. All medication shall remain in original container. Documentation shall be maintained verifying that medication was given according to parents authorization/directions on label including date. time and signature of staff member.

National Life Safety Fire Code Policy

-Centers must meet Code regulations.

Playground Policy

-Regulations evaluate safety of playground and equipment and require areas be clean and free from hazards. Equipment be appropriate to the age and needs of the children. No prohibition of use of trampolines in centers.

Regulatory Process Subcontracting Policy

-LA does not subcontract any or all of the child care regulatory process to a public or private agency/organization.

Smoking Policy

-Class A and B Centers: Smoking not allowed in building. on the playground or on any center-sponsored field trip.

Swimming Pool Policy

-Guidelines include: Chlorine level and PH tested; PH maintained between 7.2 and 8.2; pools enclosed by fence at least 5 feet high with no openings greater than 3 1/2 inches; water temperature between 82 degrees F and 93 degrees F. (Requirements of the Office of Public Health.)

-Child/staff ratio not affected.

-Staff required to have Water Safety training; applies to Class A only.

Transportation Policy

-Staff must hold valid LA driver's license; carry liability insurance on the vehicle; vehicle in good working order; driver may not leave the vehicle unattended when children are present; applies to Class A only.

Drop-In Child Care

-"Drop-in" child care is regulated only if the center meets the legal definition of a day care facility.

Infant Care Programs

-Infants must be held while feeding; infants may not remain in cribs or beds or carry-alls for more than 30 minutes while awake; staff ratio of 1:6 for Class A and 1:6 for Class B required; proper techniques must be followed for diaper changing and handwashing.

-One "infants only" center.

Overnight Care Programs

-Regulations for Class A & B Centers: require proper bedding; proper adult staff

with at least 2 regardless of number of children for Class A and 1 for Class B; boys and girls over 6 years of age do not sleep in the same room.
-Approximately 87 centers provide overnight care.

Programs for Children with Disabilities

-Mainstreaming encouraged.
-Compliance with ADA in providing services to children involves informing center of regulations and checking compliance.

School Age Programs

-No separate regulations exist.

Sick Child Care Programs

-Separate regulations for Class A only.

Subsidized Programs/Tiered Reimbursement Rates

-Available only in Class A licensed centers.

Surveillance Camera Policy

-Regulations do not prohibit use of surveillance cameras but centers must have written permission from all parents.

Reporting Child Abuse and Neglect

-Complaints referred to and investigated by Child Protection Agency.

Parental Contacts

-No information available on the monitoring or inspections of licensed facilities via the Internet.

Local Contacts

-Licensing information, D.S.S. Bureau of Licensing, P.O. Box 3078, Baton Rouge, Louisiana 70821; (225) 922-0015.
-Child abuse, local Child Protection Agency.

New or Pending Legislation

-None.

MAINE (ME) +

Information
Supplied by: Robert Steinberg, Supervisor
Division of Licensing, ACL
Department of Human Services
State House Station #11
Augusta, ME 04333
PHONE: (207) 287-5060
FAX: (207) 287-5031

Number and Definition of Regulated Programs

- **640** licensed centers; includes religiously affiliated centers (with a capacity of 22,350).
- **195** Nursery schools licensed separately (with a capacity of 3,000).
- No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises. (Must have easy access to parents.)
- Licensor to center ratio: approximately 1:318; licensors are responsible for all types of child care facilities.

Requirements

- License required; preapproval inspection required.
- Licenses are renewed annually; $80 license fee; fees are used to offset cost of fire inspection conducted by State Fire Marshal.
- No orientation required by the State prior to licensure of a center.
- Separate inspection required biannually by Fire Marshal; building code inspection required if municipality requires it.
- General liability insurance required; professional liability insurance not required.
- Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - sufficient for safe play.
- Staff/child ratios: infants - 1:4; toddlers - 1:5; 2 1/2 to 3 year olds - 1:8; 3 to 6 year olds - 1:10; school age - 1:10; mixed age groups, determined by age of youngest child in group; only school age 1:13.
  Effective 11/03: Staff/child ratios: 6 wks-12 months-1:4; 13-30 months-1:5; 31-36 months-1:7; 3-4 year olds-1:8; 4-6 year olds-1:10; 7 and above - 1:12;
- Naptime staff/child ratios: same as above; no change.
- Group size delineations: 6 weeks to 12-15 months (maximum group size - 12); 12-15 months to 33-36 months (maximum group size - 15); 30 months to 6 years (maximum group size - 24); 36 months to 6 years (maximum group size - 30); and 6 years to 15 years (no maximum); when there is a combination of ages within a group, the group size shall be determined on the basis of the age of the youngest child.
  Effective 11/03: Group size delineations: 6 wks-12 mos maximum of 8; 13-30 mos maximum of 10; 31-36 mos maximum of 21; 3-4 yr olds maximum of 24; 4-6 yr olds maximum of 30.

-A staff member with CPR/first aid training must be present.
-Regulations allow for care of mildly ill children in centers.
-State does not currently provide Consumer Product Safety Commission data on banned children's equipment to licensed facilities.
-Regulations require that center notify licensing of the death of a child or a missing child. Information used to determine violations. Not necessary to notify licensing on a child's injury that requires medical attention but must be noted at the center for inspection visits.

Unannounced Inspection Policy
-All visits unannounced, with some exceptions, such as the initial walk-through.

Complaint Procedure
-No specific policies that require immediate closing of a center; decided case-by-case basis or court-ordered emergency suspension.
-Warning only cases are decided on a case-by-case basis.
-Center compliance time depends on the compliance issue.
-Resource and referral agencies notified if a center license is terminated.
-All complaints registered against centers are responded to; Maine DHS has an abuse investigation unit for facilities where abuse is alleged.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for other center staff is 18.
-No information provided regarding compliance with ADA in staff hiring.

Staff Prescreening
-Staff prescreening required for criminal records background check, child abuse clearance, and measles immunization.
-No "barrier" crimes have been established by law or policy, violent crimes against children would cause denial or revocation of licensure.
-Not required: Fingerprinting, TB skin test, medical exam, chest x-ray, AIDS test, Hib immunization, drug and alcohol tests; TB prescreening policy has not recently changed.
-Conditional hiring prior to results of prescreening is allowed.
-3 written references required for director.
-Licensed facility responsible for the actions of substitutes in the same way that it is for other staff.

Staff Training
-Preservice education and/or experience required for center directors and lead/head teachers; kindergarten programs within centers must have certified teachers; assistant teachers, teacher aides, or the dietician and kitchen staff --no requirements.
-Current annual in-service training required; 24 hours/year for staff working more than 20 hours/week, 12 hours/year for staff working under 20 hours/week; effective 11/03 30 hours/year for staff working more than 20 hours/week.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-On-line training is accepted for in-service training if training is conducted by an appropriate training organization with documentation; should be interactive training. Does not accept on-line CPR training.

Child Documentation Policy
-The facility must obtain information specified in rules regarding health, immunizations, parent information, authorization for emergency medical care and others.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including the Hib immunization. The center must meet standards set by the State Immunization Program: (207) 287-3746.

Discipline Policy
-Corporal punishment is not allowed; other prohibited practices: sexual abuse, lack of supervision, neglect, withholding food and drink, derogatory remarks to or about children or parents, name calling, shaming or embarrassment, unusual confinement.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-In 1998, as a condition of licensure, centers are required to test their environment for lead; no provision for asbestos or radon; records will be kept.
-There is state financial assistance for the inspection of child care facilities for lead, but not for remediation.

Medication Policy
-Regulations restrict centers with over the counter medications and other medical procedures.
-Regulations provide general guidelines and specific procedures; need approval from a health care consultant.

National Life Safety Fire Code Policy
-Has been adopted.

Playground Policy
-Regulations have specific standards for playground safety.
-Regulations discourage, but do not prohibit, use of trampolines in child care centers.

Regulatory Process Subcontracting Policy
-ME does not subcontract any of the child care center regulatory process to a public or private agency/organization; licensing has always been viewed as a basic responsibility of State government.

Smoking Policy
-Smoking is prohibited in the facility when children are present.

Swimming Pool Policy
-Guidelines for swimming pools: must be cleaned daily and protected to prevent access without supervision.
-Child/staff ratio not affected.

-Staff are required to have Red Cross or other approved lifesaving training.

Transportation Policy
-Rules related to centers operating their own vehicles.

Drop-In Child Care
-"Occasional care" or "drop-in" child care is regulated like other forms of child care.

Infant Care Programs
-Separate section in regulations for centers which service infants.
-No information given regarding centers which provide care to "infants only."

Overnight Care Programs
-No special regulations exist for centers providing overnight care.
-Centers do provide overnight care, but exact number is unknown.

Programs for Children with Disabilities
-Center must offer appropriately trained staff for the child.
-Compliance with ADA in providing services to children is done according to the individual needs of the child. Licensing does not enforce ADA.

School Age Care Programs
-Separate rules related to activities for before and after school programs exist.

Sick Child Care Programs
-No separate regulations.

Subsidized Programs/Tiered Reimbursement Rates
-Contact Division of Purchased Services: (207) 287-5060.
-No tiered reimbursement program in place.

Surveillance Camera Policy
-Regulations are silent on use of surveillance cameras, however, cameras cannot replace staff for supervision.

Reporting Child Abuse and Neglect
-Contact (800) 452-1999.

Parental Contacts
-No information available via the Internet on monitoring or inspections of licensed child care facilities.

Local Contacts
-There are regional DHS offices for Social Service delivery; child care licensing is administered from central administrative office.

New or Pending Legislation
-New rule revisions promulgated in November 2002. Child care centers and nursery schools have until 11/03 to come into compliance.

+ Information not reverified by state.

MARYLAND (MD)

Information
Supplied by: Ina Jorge
Director, Office of Licensing
Child Care Administration
Department of Human Resources
311 W. Saratoga St., 1st. Floor
Baltimore, MD 21201
PHONE: (410) 767-7805 or 7810
FAX: (410) 333-8699

Number and Definition of Regulated Programs

- **2,547** licensed centers (includes nursery schools, prekindergartens, and religiously affiliated centers).
- Nursery schools and prekindergartens receive certificates from the State Board of Education, 200 W. Baltimore Street, Baltimore, MD 21201 stating approval for educational programs and receive licenses from the Child Care Administration.
- No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- Licensor to center ratio: 1:101 responsible for combination of centers and family child care homes.

Requirements

- License required; preapproval inspection required.
- Licenses are renewed annually; no license fee.
- Orientation of 3 to 4 hours on the application process and essential child care licensing regulations is required by the state prior to licensure
- Fire safety initially and annually thereafter; building code inspections required initially and when changes to the structure housing the center; zoning approval required.
- Workers Compensation Insurance is required but general liability and professional liability insurance not required.
- Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- Space requirements per child: indoor - 35 sq. ft. (if licensed prior to 12/1/71, 30 sq. ft.); no outdoor.
- Staff/child ratios: infants - 1:3; young toddlers 1:3; two year olds - 1:6; preschool - 1:10; school age - 1:15; mixed age groups - varies by ages.
- Naptime staff/child ratios: same as above; no change.
- Group size delineations: two years olds (maximum group size - 12); 3 or 4 year olds (maximum group size - 20); and 5 years and older (maximum group size - 30); mixed age group of preschoolers (maximum group size - 20); a maximum of 6 two year olds may be in a mixed age group of 13-20 children. For MD Department of Education Approved Educational Programs: two year olds (maximum group size - 12); 3 year olds (maximum group size - 24); and 4 year olds (maximum group size - 30); when 2, 3, 4, and 5 year old children are grouped together in mixed groups, the average age as of December 31 of that school year is used

for determining group size. Group sizes for all ages may vary during outdoor play and special activities such as field trips and assemblies, only if the operator maintains the staff/child ratios required.

- -There must be present at all times (including field trips) at least 1 staff member present for every 20 children in attendance who is currently certified in First Aid and CPR, appropriate to the ages of children approved for care.
- -Regulations do not permit the care of mildly ill children in child care centers.
- -State publishes Consumer Product Safety Commission data on banned children's equipment in quarterly newsletters, which is mailed to all facilities. Rules require all cribs and playpens be CPSC approved. During monitoring visits facilities licensing staff provide information about equipment designated as unsafe. If unsafe equipment is observed, the facility is directed to remove or replace it. Failure to do so results in a citation.
- -Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care.

Unannounced Inspection Policy

- -Twenty percent (20%) of centers are randomly selected each year to undergo an unannounced inspection. Complaint investigation inspections and compliance monitoring inspections are unannounced. Initial licensing and relicensing inspections are announced.

Complaint Procedure

- -No policies that require immediate closing of a day care center, although health officers retain authority to order closure if public health emergency; emergency suspensions require operations cease within 72 hours of receiving the notice.
- -Noncompliance situations where children are not in jeopardy require a warning, which may be followed for chronic violations, denial of renewal, or revocation.
- -Provisional licenses may be issued for up to 6 months.
- -Resource and referral agencies are notified in writing immediately when a center is closed.
- -All complaints both written and oral that relate to the violation of a regulation, including anonymous complaints, shall be investigated and a written report of the findings prepared.

Staff Qualifications

- -No state recommended salary schedule for center staff.
- -Minimum age for director is 21; group leaders and senior staff is 19; aides and substitute aides is 16; other substitutes is 18.
- -Compliance with ADA in staff hiring: Child care center licensing regulations do not enforce ADA; however, federal regulations require compliance by centers and centers are held accountable through the use and occupancy office, the fire marshal's office, and EEOC.

Staff Prescreening

- -Child and adult abuse clearances required for directors, operators, owners, and board members who have access to children; FBI fingerprinting required for all one time; criminal records background check required each time employee changes employment; medical examination required within six months of employment and only once if there is no gap in employment.
- -All paid employees, including paid substitutes, who will care for, supervise, or have access to children in care must undergo a criminal background investigation.

- Crimes that prohibit employment: No specific crime serves as an automatic bar to licensure, but certain crimes may serve as a bar:sexual offenses, drug offenses, felonies and abuse and neglect; each case is evaluated on an individual basis.
- TB skin test and chest X-ray required only if indicated or required by the local health officer; no recent change in TB screening policy.
- Before starting work, staff must submit a medical evaluation which was completed within 6 months of start date.
- Not required - HIB and measles immunizations for staff in licensed child day care centers; however, employment medical report recommends a review of immunization status.
- Not required - AIDS, drug, and alcohol tests.
- Conditional hiring not allowed prior to results of prescreening.
- Written references not required.
- Temporary substitutes for aide must be 16 years of age, other substitutes should be at least 18 years of age and comply with regulations pertaining to criminal background investigations and a written medical report.

Staff Training

- Preservice education and/or experience required for center directors, lead teachers and school age group leaders; no requirements for aides, dietician or kitchen staff.
- 6 clock hours of in-service training required annually for directors; 3 clock hours for group leaders and senior staff.
- Special training required for infants and toddlers (3 semester hours); no special training required for the care of children with disabilities, sick child care, or drop in care.
- On-line training is accepted for in-service training requirement if done by an accredited college or university and qualify for college credit or CEU's. However, this dos not apply to CPR training.

Child Documentation Policy

- Center must have on file for every child: emergency medical permission, written health report, record of immunizations, daily attendance.
- Center must have on file for infants and toddlers a written individualized schedule that addresses each child's normal pattern of activities such as sleeping and eating. These schedules must also be posted in the care area for daily reference and re-evaluated by parent and staff every 2 months.
- Children under the age of 6 years, must be screened for lead within 30 days from acceptance into a licensed child care program.

Child Immunization Policy

- No child may be admitted to or retained in care without having all age-appropriate immunizations.
- Regarding the HIB immunization, children 2 to 59 months are required to receive HIB vaccines; no HIB vaccines are required for children 60 months or older; Hepatitis B vaccine is required for those enrollees born on or after 4/1/94.

Discipline Policy

- No form of corporal punishment may be used; a child may not be subjected to any injurious treatment or discipline methods which create undue discomfort or mental distress.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-As a condition of licensure, centers constructed prior to 1978 must be tested for lead if deteriorated paint is present; records on file.
-Regulations prohibit a center operator from using any paint containing lead on any structural surfaces, equipment or furnishings; toys must be free of lead paint.
-Deteriorated paint must be tested for lead prior to any repair or treatment.
-Lead testing must be performed on surfaces to be renovated in centers.
-A child care center may be required to test for asbestos or radon if there is reason to believe a problem may exist.
-There is limited state financial assistance for remediation of lead, but no state financial assistance for the inspection and remediation of child care facilities for asbestos or radon.

Medication Policy
-Regulations require Center operators must have written parental permission to administer any type of medication. Prescription medication and more than one dose of a nonprescription per illness may be administered only by written physician instruction. Specialized procedures (tube feeding, etc.) may be done only in consultation with properly licensed health care personnel.

National Life Safety Fire Code Policy
-Has been adopted; required fire control equipment and fire escapes in case of fire and other emergency.

Playground Policy
-Regulations do not contain standards for playground safety or equipment.
-Regulations do not prohibit use of trampolines in child care centers.

Regulatory Process Subcontracting Policy
-MD does not subcontract any of the child care center regulatory process to a public or private agency/organization.

Smoking Policy
-Smoking is prohibited in all public places in the state (except bars) including child care facilities.

Swimming Pool Policy
-Guidelines include: Prior written approval from a child's parent on a form approved by the Child Care Administration; continuous staff supervision is required for wading area 4 feet or less in depth; lifeguard holding American Red Cross Advanced Life Safety Certificate or YMCA Senior Life Saver for depth of water exceeding 4 feet. Lifeguard shall be at waterside and not included in required staff/child ratio; one-to-one staff/child ratio must be maintained if water is over child's chest and child cannot swim. An exception is swimming lessons approved by American Red Cross.
-A center may only use swimming facilities meeting applicable local standards of health, sanitation and safety.
-Child/staff ratio is affected: one-to-one ratio for each child who cannot swim and the water is over the child's chest.

-Staff not required to have Red Cross lifesaving training: When depth of water exceeds 4 feet, a lifeguard with above qualifications must be present.

Transportation Policy

-Regulations concerning the transportation of children are administered by the Motor Vehicles Administration of the Dept. of Transportation.
-Whenever more than eight preschoolers are being transported as a group, at least two adults, one of whom must be certified in CPR and First Aid, must be present.

Drop-In Child Care

-"Drop-in" child care is regulated. A drop-in center is defined as a center that provides care to children on an intermittent and occasional basis for less than 4 hours a day while parents are not on the same premises or not immediately available. This includes, but is not limited to, places such as shopping malls or resorts. Drop-in centers must comply with center regulations, but are exempt from: outdoor play/space requirements, certain admission requirements and food services. All children must be over the age of 2 years, parents must attest to the health of the child, staff must practice emergency procedures monthly, methods of release of children must be defined, and a plan (with information about the children being served, the center, and operation hours) must be submitted for approval.

Infant Care Programs

-Separate section in the regulations dealing with infants.
-"Infant only" child care centers provide care to children under 2 years of age.
-Currently, CCA is unable to provide the number of "infant only" centers; there are approximately 7,300 infant "slots" in all child care centers in Maryland.

Overnight Care Programs

-There are no regulations for overnight care by child care centers; however, a center must request approval from CCA prior to providing overnight care and submit a written plan of operation to be approved by CCA.
-One center provides overnight care in Maryland.

Programs for Children with Disabilities

-Regulations have been amended to be more consistent with ADA requirements. Provisions which previously applied only to children with disabilities have been revised to reflect general applicability to all children in care.
-Caregivers are given a copy of ADA information and resources.

School Age Care Programs

-No separate regulations exist. Specific regulations for school age care are included in child care center licensing regulations.

Sick Child Care Programs

-A section of the regulations is devoted to requirements for centers caring for children with acute illnesses. Those regulations address additional training requirements for the director and staff, use of a health consultant, infection control procedures, and requirements for an approved plan of operation and a plan for each child.
-A facility may be licensed to care for acutely ill children upon approval of a written plan for disease control and appropriate medical supervision.

Subsidized Programs/Tiered Reimbursement Rates

-Contact Ron Forbes, Child Care Administration, Office of Program Development, 311 W. Saratoga St., 1st Floor, Baltimore, MD 21201; (410) 767-7852.

-A tiered reimbursement system has been initiated as part of a statewide voluntary staff credentialing and facility accreditation program for child care centers.

Surveillance Camera Policy

-Regulations do not address use of surveillance cameras.

Reporting Child Abuse and Neglect

-Call Department of Human Resources (DHR): (410) 767-7758 or Child Protective Services (410) 767-6519; or call local DSS offices between 8:30 AM - 4:30 PM.

Parental Contacts

-Information is available via the Internet on monitoring or inspections of licensed facilities at their website: www.dhr.state.md.us.

Local Contacts

-The Child Care Administration has 13 regional and 2 field offices:

-Region I: 100 Community Place, Rm. 2500, Crownsville, MD 21032; (410) 514-7850.
-Region II: 2700 N. Charles St., Suite 203, Baltimore, MD 21218; (410) 554-0457.
-Region III: 409 Washington Ave., Ste. LL-8, Towson, MD 21204-4907; (410) 321-2216.
-Region IV: 807 Brightseat Rd., Landover, MD 20785; (301) 499-3600.
-Region V: 51 Monroe Place, Ste. 200, Rockville, MD 20850; (240) 314-1401.
-Region VI: 3300 N. Ridge Rd., Ste. 190, Ellicott City, MD 21043; (410) 750-8770.
-Region VII: 6 W. Washington St., Hagerstown, MD 21741; (301) 791-4585.
14 North 8th St., Cumberland, MD 21502; (301) 777-2385.
215 S. Third St., Oakland, MD 21550; (301) 334-3426.
-Region VIII: 301 Bay St., Ste. 305, Easton, MD 21601 (410) 819-5801.
-Region IX: 201 Baptist St., Ste. 32, Multi-Service Bldg., 2nd Fl., Salisbury, MD 21801; (410) 543-6731
-Region X: 41670 Courthouse Dr., Leonardtown, MD 20650; (301) 475-3770.
-Region XI: 413 W. Bel Air Ave., Ste. 106, Aberdeen, MD 21001; (410) 272-5358.
-Region XII: 5303 Spectrum Drive, Suite G, Frederick, MD 21701; (301) 696-9766.
-Region XIII: 1004 Littlestown Pike, Westminster, MD 21158; (410) 751-5438.

New or Pending Legislation

-None.

MASSACHUSETTS (MA)

Information
Supplied by:
Philip Baimas
Office for Child Care Services
1 Ashburton Place
Boston, MA 02108
PHONE: (617) 626-2044
FAX: (617) 626-2027

Number and Definition of Regulated Programs

- **2,309** licensed group child care centers.
- Nursery schools, prekindergartens, Head Start programs, and religiously affiliated centers are included in the number; some private educational systems provide exempt care by statutory definition; these exempted centers are approved by their local school departments.
- Regulations do not require licenses for child care facilities that operate in health clubs, spas, bowling alleys, etc., if they can demonstrate parents are on the premises and can immediately respond to their child's need.
- Licensor to center ratio: 1:113.

Requirements

- License required; preapproval inspection required.
- Provisional licenses are renewed every 6 months; regular licenses are renewed every 2 years.
- No orientation required prior to licensure of a center. MA offers new provider and renewal provider technical assistance meetings to explain the licensing process and policies.
- License fees: for 2 year license: capacity of 1-39 - $200, capacity of 40+ - $300; for 6 month license: capacity of 1-39 - $150, capacity of 40+ - $250; capacity change with regular license - $50, capacity change with provisional license - no charge; limited school age license - $50.
- Building code inspection required annually; Local Health Dept. inspection required annually for programs serving hot meals to 13 or more children; lead paint inspection for new centers unless recently built; well water test (required with license renewal every 2 years) and fire safety inspection required in some communities.
- General liability or professional liability not required. If center transports children vehicle insurance required at $100/300 with $5,000 property damage.
- Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- Space requirements per child: indoor - 35 sq. ft. of activity space per child; outdoor - 75 sq. ft. (per child using it); with outdoor space it is permissible to rotate groups of children through the space.
- Staff/child ratios: infants-1:3 and 2:4-7; toddlers-1:4 and 2:5-9; preschool-1:10 (full day center), 1:12 (half day center); school age-1:13; mixed age groups: infants up to 2 yrs./9 mos.- 1:3 and 2:4-9 (maximum of 3 infants in a group); toddler/preschool (15 mos-7 years)- 1:5 and 2:6-9; 2 yrs./9 mos. to

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7 yrs.-1:10 and 2:11-20; kindergarten (4 yrs./9 mos.-7 yrs)-1:15 and 2:16-30.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: infants < 15 months (maximum group size - 7); toddlers > 15 months < 33 months (maximum group size - 9); preschoolers > 33 months < 57 months (maximum group size - 20); preschoolers < 33 mos. > 84 mos. (maximum group size - 20); kindergartners > 57 mos. < 84 mos. (maximum group size - 30); and mixed infant/toddler or toddler/preschool (maximum group size - 9).
-One CPR trained person for children on the premises whenever children are present; all training must be kept current.
-Regulations allow for the care of mildly ill children in centers.
-State distributes Consumer Product Safety Commission data on banned children's equipment to facilities. Information is used to provide technical assistance during inspection of facilities. Major recalls addressed in OCCS's newsletter.
-Regulations require centers to report to licensing the death of a child or a child's injury that requires medical care. Investigation all deaths and serious injuries. Notification of a missing child not required but would investigate any aspect of a missing child.

Unannounced Inspection Policy
-New centers receive at least one unannounced visit during the first six months of operation; most complaints are investigated through unannounced visits.
-Centers also receive as many health and safety visits unannounced as possible, depending upon the number of licensing staff.

Complaint Procedure
-Routinely the director is advised of noncompliances found during the exit interview and again in writing; more serious response is the exception.
-Authorized to close centers on an emergency basis or to issue notice of intent to close with the program remaining open through the appeal process.
-Unless immediate compliance is necessary, the center proposes a reasonable method and time frame for compliance.
-Resource & referral agencies are notified of legal action taken against centers.
-Complaints registered against centers are written on specific form and assigned for follow-up.
-Complaints are tracked by data base.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for lead teacher level and above is 21 must have a high school diploma; minimum age for teacher aide is 16.
-Compliance with ADA in staff hiring: All new and moving centers must be physically accessible; all staff must receive in-service training on disabilities; programs must make reasonable accommodations.

Staff Prescreening
-Center staff required to be prescreened by criminal records background check if they have the potential for unsupervised contact with children (access to any area where children may be); requires a certification from a physical; negative Mantoux TB test in accordance with current public health law; medical examination is required every 2 years; MMR immunity is required; no recent changes in the TB screening policy.
-Criminal records checks and child abuse and neglect checks do not routinely go outside state lines.

-Crimes that prohibit employment: crimes related to abuse, neglect, violence and substance abuse; lesser crimes are evaluated in a case by case basis.
-Not required - fingerprinting, child abuse clearance, AIDS test, Hib immunization, and drug and alcohol tests.
-Conditional hiring is not allowed.
-Center administrator must document telephone reference checks.
-If a temporary substitute is required for staff/child ratios, all regulations apply for temporary substitute.

Staff Training

-Preservice education and training and/or experience required for center directors, lead teachers and teachers, and orientation required for all staff prior to being responsible for a group of children, directors: 4-7 courses and 18-42 months of experience (depending upon degree and center size), lead teachers: 4 courses and 9-36 months experience (depending upon degree); teachers: course and 3-9 months experience (depending upon degree); no requirements for assistant teachers, dietician or kitchen staff.
-20 hours annual in-service training required for center staff, with at least 25% in the area of children with disabilities.
-First aid training is required within 6 months of employment for all direct care staff and non-teaching administrators.
-Special course and experience required for infant/toddler care.
-All centers must have a health care consultant.
-On-line training would be accepted for in-service training if resulting in college credit. MA accepts Distance Learning Courses (OCCS has created three but they are not on-line classes. No on-line CPR training accepted.

Child Documentation Policy

-Specific state guidelines for child enrollment exist that includes contact information, developmental history, likes/dislikes, parental consents and immunization history.
-For children under the age of 6 years, but not less than 9 months of age, the licensee shall admit a child to the center only if provided with a statement signed by a physician or an employee of a health care agency stating that the child has been screened for lead poisoning; for all children admitted to care prior to 9 months of age, the licensee shall obtain within 1 month after the child turns 9 months of age a statement signed by a physician or an employee of a health care agency stating that the child has been screened for lead poisoning.

Child Immunization Policy

-Enrolled children are required to be immunized, including the Hib immunization; periodicity schedule developed by MA Dept. of Public Health in conjunction with Centers for Disease Control.

Discipline Policy

-Center must have a written policy posted and provided to parents and to staff.
-Corporal punishment is prohibited. No denial of food; no punishment for soiling or wetting; no harsh/humiliating verbal abuse.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.
-Consent must be updated annually.

Environmental Policy

-The licensee of a child care center shall assure that paint used in the center is lead free and provide evidence of a lead paint inspection as a condition of licensure; no requirement for radon or asbestos.

-There is no state financial assistance available for inspection or remediation in child care centers for lead, radon or asbestos.

Medication Policy

-Regulations do not restrict nor prohibit centers from use of over the counter medications with written parental and physician's authorization, nor conducting miscellaneous health related services.

National Life Safety Fire Code Policy

-No information available.

Playground Policy

-Regulations contain general standards for playground safety and equipment; OCCS uses US Consumer Product Safety Commission Handbook for Public Playground Safety for specifics. Trampolines are not prohibited but meet safety all requirements.

Regulatory Process Subcontracting Policy

-MA does not subcontract any or all of the child care center regulatory process to a public or private agency/organization; it has not been considered.

Smoking Policy

-Smoking is not permitted in areas used by children during hours that children are in attendance.

Swimming Pool Policy

-Local Health Departments apply swimming pool regulations.

-Child/staff ratios or staff requirement of Red Cross or other lifesaving training is not addressed in standards.

Transportation Policy

-Regulations concerning the transportation of children include a written plan and vehicle and driver requirements and compliance with school bus laws under Registry of Motor Vehicles.

Drop-In Child Care

-"Drop-in" child care is not regulated. Drop-in care is evaluated to assure that it is exempt from licensing.

Infant Care Programs

-Specific differences within general regulations for infant age category.

-Centers can provide care to "infants only," defined as 1-15 months.

Overnight Care Programs

-State licenses overnight care as a pilot or demonstration project.

-No information regarding number of centers providing overnight care or centers licensed to provide care for more than one shift or care for extended hours.

Programs for Children with Disabilities

-Regulations updated in March, 1992, incorporated standards for care of children

with disabilities in all centers. Provisions for physical accessibility of space used by new programs and programs that move.
-In addition to above, compliance with ADA in providing services for children involves staff receiving in-service training on disabilities. Programs must make reasonable accommodations.

School Age Care Programs
-Separate regulations for before/after school programs included in as a specific section in child care center regulations.
-There are 933 licensed schoolage programs.

Sick Child Care Programs
-Regulations encourage the care of mildly ill children at centers and put in place infection control procedures for all centers.
-Regulations allow facilities to care for sick child and must be licensed under a pilot regulations after they have met all other licensing thresholds.

Subsidized Programs/Tiered Reimbursement Rate
-Available in form of both contracts and vouchers to families who meet certain income and service need requirements; contact the Office of Child Care Services: (617) 626-2000.
-There is a Tiered Reimbursement Program in place. Contracted programs receive incentive awards based on their compliance with quality initiatives. Reimbursement is based on the number of initiatives they undertake.

Surveillance Camera Policy
-Regulations do not allow the use of surveillance cameras in lieu of direct supervision of children.

Reporting Child Abuse and Neglect
-Contact the Dept. of Social Services; (800) 792-5200. All child care center staff and licensors are mandated by law to report suspected abuse or neglect.

Parental Contacts
-Information is available to parents on monitoring and inspection of licensed facilities, however, not via the Internet. OCCS website: www.qualitychildcare has information to help parents with information about the regulations.

Local Contacts
-Region 1: Springfield Regional Office, 33 Capital Drive, West Springfield, MA 01089; Phone (413) 788-8401
-Regions 2 & 4: Westboro Regional Office, 180 Turnpike Road, Westboro, MA 01581; Phone (508) 871-7181
-Region 3: Beverly Regional Office, 66 Cherry Hill Drive, Suite 100 Beverly, MA 01905; Phone (617) 727-6852
-Region 5: Lakeville Regional Office, 109 Rhode Island Road, Lakeville, MA 02347 Phone (617) 727-1444 (within Boston) or (508) 947-1133
-Region 6: Boston Regional Office, 1250 Hancock Street, Quincy, MA 02169 Phone: (617) 472-2881

New or Pending Legislation
-None.

MICHIGAN (MI)

Information
Supplied by:
James Sinnamon, Director
DSS, Bureau of Family Services
Division of Training and Consultation
7109 West Saginaw
P.O. Box 30650
Lansing, MI 48909-8150
PHONE: (517) 373-8300
FAX: (517) 335-6121

Number and Definition of Regulated Programs

- **4,835** licensed centers.
- Nursery schools, prekindergartens and religiously affiliated programs are included in this number; not required if parents are immediately available.
- No regulations for child care facilities in health clubs, spas, bowling alleys, etc. if parents are on the premises.
- Licensor to center ratio: 1:232; responsible for centers, family child care homes and group child care homes.

Requirements

- License required for private sector programs, approval required for governmental programs; preapproval inspection required.
- Licenses are renewed every 2 years; license fee required - $50 to $80 depending on licensed capacity; renewal fee is $25 to $40 depending on licensed capacity.
- No orientation required prior to licensure of a center.
- Fire safety inspection required by a qualified fire inspector with initial licensure, when there are any structural changes, and with the addition of new child-used areas.
- General liability or professional insurance not required.
- Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- Space requirements per child: indoor - 50 sq. ft. (for 2 wks. to 2 1/2 yrs.); 35 sq. ft. (for 2 1/2 yrs. and up); outdoor - 1200 sq. ft. with children in attendance more than 5 hours.
- Staff/child ratios: infants (up to 30 months) - 1:4; 2 1/2 to 3 years old - 1:8; 3 to 4 years old 1:10; 4 to 5 years old - 1:12; 6 to 12 years old - 1:20; 13 to 17 years old - 1:30; mixed age group (go to lowest age group for ratio).
- Naptime staff/child ratios: same as above; no change.
- Group size delineations: none.
- One person, certified in first aid and age-appropriate CPR, must be on duty while the facility is in operation.
- Regulations do not permit the care of mildly ill children in child care centers.
- State provides quarterly distribution of information to facilities on Consumer Product Safety Commission data on banned children's equipment.
- Regulations requires centers to report to licensing the death of a child, a

missing child or a child's injury that requires medical care. All information is tracked for trends in cases of death or injury.

Unannounced Inspection Policy
-Unannounced visits may occur as part of a complaint investigation or during follow up to previously cited noncompliance when areas of concern include staff ratios, numbers of children, etc.
-Statutory requirements that interim visits and renewal visits are conducted unannounced.

Complaint Procedure
-Policies that require immediate closing of a center exist.
-Non life-threatening violations require only a warning, with the expectation of compliance.
-Center has up to two years with 4 provisional licenses if moving towards compliance.
-Complaints are responded to in person or by phone call to determine the seriousness of the complaint; have developed guidelines; licensing consultant also handles abuse/neglect rather than protective services.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 18; 17 acceptable if satisfactorily completed 1 year vocational-occupational child care training approved by Dept. of Education.
-Compliance with the ADA in staff hiring is enforced and monitored by the Dept. of Consumer and Industry Services. P.A. 116 does not give the authority to enforce the ADA Act.

Staff Prescreening
-Center director required to be prescreened by child abuse clearance; TB clearance, criminal records background check, medical examination, required for all staff.
-Crimes that prohibit employment: child abuse and neglect history, felonies involving harm or threatened harm, certain misdemeanors; individuals convicted of these crimes are not automatically refused employment, situations evaluated on a case by case basis.
-Not required - fingerprinting, AIDS, drug and alcohol.
-Conditional hiring for directors prior to results of prescreening is generally not allowed.
-Centers are required to screen center staff for suitability.
-No policies regarding the requirements for temporary substitutes.

Staff Training
-All center staff must be of responsible character and suitable to meet the needs of children; center director required to have preservice education (CDA or 60 semester hours) with 12 hours in child development, child psychology, or early childhood education.
-Annual in-service training not required.
-CPR/first aid not a separate training requirement.
-No special training for infant care, care for children with disabilities, sick child care, or drop in care.
-No on-line training is accepted to meet in-service or CPR training requirements.

Child Documentation Policy

-Child immunization record, child information card, emergency medical care card, medical examination, and written instructions from parents for any medications are required to be on record.

-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy

-Enrolled children must have the Hib immunization, as required by DPH.

-Only exception to immunization requirement for religious beliefs.

-All children, age two months and older, who attend preschool programs or licensed child care centers are required to have at least one dose of hepatitis B vaccine (complete immunization takes 3 doses).

Discipline Policy

-Corporal punishment prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.

-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Medication Policy

-Licensing regulations restrict dispensing of over the counter medications and miscellaneous health related services.

-Regulations require written parental permission; medication must be in original package with instructions for dispensing; medication must be stored according to instructions and out reach of children.

National Life Safety Fire Code Policy

-Has not been adopted.

Playground Policy

-Regulations have standards for playground safety taken from the Handbook for Public Playground Safety by the U.S. Consumer Product Safety Commission.

-Regulations do not prohibit the use of trampolines in chid care centers.

Regulatory Process Subcontracting Policy

-MI does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-Smoking is prohibited in all child care facilities.

Swimming Pool Policy

-Guidelines require pools to be constructed and operated in compliance with Act 368, P.A. 19:78.

-Child/staff ratio is affected: For non-swimmers over 2 1/2, chest height: 1 to

4. above chest height: 1 to 1; For swimmers, 2 1/2 - 3: 1 to 8, 3 - 4: 1 to 10, 4 - 5: 1 to 12, 6 - 12: 1 to 20.

-The lifeguard is the only individual required to have training by Red Cross, YMCA, or basic lifeguarding.

Transportation Policy

-Regulations concerning the transportation of children exist.

Drop-In Child Care

-"Drop-in" child care is regulated. "Drop-in centers" are defined as a child care center, or an autonomous program within a child care center, that provides care for children 2 weeks of age and older on an intermittent basis, exclusively. "Intermittent care of children" means: care for a period of not more than 4 hours' duration within a 24-hour period, care for a specific child for not more than 3 consecutive days and care for a specific child for not more than 6 accumulative days within a calendar month.

Infant Care Programs

-Additional regulations for centers which service infants and toddlers exist.

-There are centers providing care to "infants and toddlers only." Infant and toddlers means birth to 2 1/2 years.

-Data not immediately available for the number of "infant and toddlers only" centers. Very few centers provide care to "infants toddlers only."

Overnight Care Programs

-Special regulations include: separate area away from sleeping children where the child can engage in quiet activities; a bed and a mattress with a waterproof covering, of a size appropriate to the age of each child.

-Centers do provide overnight care, but exact number is unknown. Very few centers provide overnight care.

Programs for Children with Disabilities

-No separate regulations.

-Compliance with ADA in providing services to children is enforced and monitored by the Dept. of Consumer and Industry Services. P.A. 116 does not give the authority to enforce the ADA.

School Age Care Programs

-Provisions for Care of Children 6 years of age and older include:
The ratio of caregivers to children present at any one time in the center and during outdoor activities and field trips shall be based upon the following provisions:

a. For children 6 to 12 years of age, there shall be 1 caregiver for 20 children or a fraction thereof beyond the first 20, including children who are related to the staff and the licensee.

b. For children from 13 to 17 years of age, there shall be 1 caregiver for 30 children or a fraction thereof beyond the first 30, including children who are related to the staff and the licensee.

-A center shall provide a program that has opportunities for each child: to plan, carry out, and evaluate his or her own activities; to experience diversity of activities within the center, the neighborhood, and the total community; to participate in recreational activities, including sports appropriate to age.

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Sick Child Care Programs
-No separate regulations for caring for sick children.

Subsidized Programs/Tiered Reimbursement Rates
-Contact Child Care Services, (517) 373-0356.
-No tiered reimbursement program in place at the present time.

Surveillance Camera Policy
-Regulations do not address use of surveillance cameras.

Reporting Child Abuse and Neglect
-If child abuse and neglect occurred in care, call central office (866) 856-0126.

Parental Contacts
-Information for parents on monitoring and inspections of licensed facilities is available via the Internet at their website: www.cis.state.mi.us/brs/cdc.

Local Contacts
-Staff located in Ann Arbor, Bloomfield Hills, Clinton Township, Detroit, Escanaba, Flint, Grand Rapids, Jackson, Kalamazoo/Portage, Lansing, Marquette, Mt. Pleasant, Saginaw, and Traverse City, for phone number and address of a specific local office, call: (517) 373-8300 or check on the website: www.cis.state.mi.us/brs/cdc.

New or Pending Legislation
-A bill to exempt school operated before and after school programs is under consideration.

MINNESOTA (MN)

Information
Supplied by:

Peggy Cunningham
DHS, Division of Licensing
444 Lafayette Road
St. Paul, MN 55155-3842
PHONE: (651) 296-4144
FAX: (651) 297-1490

Number and Definition of Regulated Programs

- **1,625** licensed centers.
- Nursery/preschools are not licensed separately.
- Number of licensed centers includes nursery schools, prekindergartens, school age and religiously affiliated centers.
- No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- Licensor to center ratio: 1:200.

Requirements

- License required; preapproval inspection required.
- Full day program licenses and 1/2 day program licenses reviewed once every 2 years; base fee for licensing plus amount per child for licensed capacity: $27 plus $3; money goes into the state's general fund.
- No orientation is required prior to licensure of a center.
- Separate inspections required initially by Fire and Health Departments and Building code.
- No general liability or professional liability insurance required.
- Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
- Staff/child ratio: infants - 1:4; toddlers - 1:7; preschool - 1:10; school age - 1:15; mixed age groups - ratio for youngest child present.
- Naptime staff/child ratios: Infants- same as above; less restrictive for other age groups.
- Group size delineations: infants (maximum group size - 8); toddlers (maximum group size - 14); preschoolers (maximum group size - 20); and school age (maximum group size - 30).
- Teachers and assistant teachers required to be trained in first aid; one person at center must be trained in CPR.
- Regulations allow for the care of mildly ill children, however, a child must not have a fever.
- State licensing specialists give Consumer Product Safety Commission data on banned children's equipment to centers at licensing visits and disseminated to licensed facilities through special communication with facilities.
- Regulations require centers to report to licensing the death of a child or a child's injury that requires medical attention (not a missing child); data reviewed and assessed to determine if maltreatment of a minor was involved.

Unannounced Inspection Policy

-Unannounced monitoring visits occur for licensing review, complaint investigations and reinspection.

Complaint Procedure

-Various options for negative action are available.
-Nature of complaint determines how long center has to come into compliance.
-Complaints registered against day care centers are investigated, corrective action is ordered, and center maybe reinspected.

Staff Requirements

-No state recommended salary schedule for center staff.
-Minimum age requirement for center director, teacher, and assistant teacher is 18; minimum age requirement for aide is 16 (an aide under 18 years of age must be supervised at all times by a teacher or administrator.
-Compliance with ADA in staff hiring involves training sessions.

Staff Prescreening

-Criminal records background check and child abuse clearance required for center staff at initial employment; fingerprinting only required if person has a record of crime in or out of state.
-Criminal records checks and child abuse and neglect checks go outside of state lines only when there is reason to believe that a crime may have occurred. Routine checks are not done.
-Crimes that prohibit employment: no information available.
-Not required - TB skin test, chest x-ray, medical exam, AIDS test, Hib and measles immunizations, and drug and alcohol tests; policy regarding TB testing has not changed recently.
-Written references are not required.

Staff Training

-Preservice education and/or experience required for day care center directors, lead/head teachers, and assistant teachers; can qualify under a variety of options combining education and experience; only age requirement and orientation for teacher aides; no requirements for the dietician and kitchen staff.
-a teacher at a center must complete 1% of working hours as annual in-service training if teacher: (1) has a baccalaureate or masters degree in early childhood education or school age care; (2) is licensed in MN as a prekindergarten teacher, an early childhood educator, a kindergarten to 6th grade teacher with a prekindergarten specialty, an early childhood special education teacher, an elementary teacher with a kindergarten endorsement; (3) or possesses a baccalaureate degree with a Montessori certificate.
-a teacher or asst. teacher must complete 1 1/2% of working hours in annual in-service training if they: (1) a registered nurse or licensed practical nurse with experience working with infants (2) possesses a Montessori certificate, a technical college certificate in early childhood development or a child development associate certificate or (3) possesses an associate of arts degree in early childhood education, a baccalaureate degree in child development, or a technical college diploma in early childhood development.
-except as described above all other teachers, asst. teachers, or aides must have 2% of working hours of annual in-service training.
-No special training for infant care, sick child care or drop-in care; however, there are specific additional rule requirements, i.e., ratios and distribution.

and SIDS training requirement for person caring for infants.
-On-line training is not prohibited to meet in-service requirements as long as all other requirements for training are met. No on-line training for CPR.

Child Documentation Policy
-Certain documents and records are required for child enrollment, i.e., registration, health summary, immunization, emergency information, etc.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.
-Children are not required to be screened for blood lead levels prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including Hib immunization, which follow the Department of Health requirements.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Testing of child care facilities for the presence of lead, radon or asbestos is not required as a condition of licensure.

Medication Policy
-Regulations do not prohibit nor restrict centers with respect to dispensing over the counter medication nor miscellaneous medical services to children.
-Must have written parental permission and the license holder must follow manufacturer's instruction unless prescribed by a Physician or Dentist with their written instructions.

National Life Safety Fire Code Policy
-Has been adopted.

Playground Policy
-Regulations have standards for playground safety from the Handbook for Public Playground Safety by the U.S. Consumer Product Safety Commission.
-Regulations do not prohibit use of trampolines in child care centers.

Regulatory Process Subcontracting Policy
-MN does not subcontract any or all of the child care center regulatory process to a public or private agency/organization. There has been no discussion in this area; however, there is a group interested in having staff qualifications be separate from licensure.

Smoking Policy
-State Health Statute requires no smoking in centers.

Swimming Pool Policy
-Use only when supervised by someone with first aid and CPR in chlorinated pools.
-Child/staff ratio unaffected.

-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Drop-In Child Care
-Regulations exist for "drop-in" care. Drop-in care and school age child care regulations fall under the same requirements, found in the Human Services Licensing Act (245 A).

Infant Care Programs
-Additional requirements appropriate for infants served.
-There are centers providing care to "infants only," defined as 6 wks to 16 mos.
-State only has a few "infant only" centers; unsure of the exact number.

Overnight Care Programs
-Regulations for overnight care are: requirements for mattresses.
-2 or 3 centers provide overnight care; unsure of exact numbers.

Programs for Children with Disabilities
-Additional requirements appropriate to ages of children served; also see additional requirements under "Staff Training" category.
-Compliance with ADA in providing services to children involves offering training sessions on ADA.

School Age Care Programs
-Separate regulations exist for school age child care. Minnesota Statute 245A replaced Rule 3 in this area; requirements are similar.

Sick Child Care Programs
-Special additional regulations in the care of sick children exist such as group size and separation, staff to child ratios and staff distribution, health policy and procedures, illness separation policy. RN must be present when caring for sick children.

Subsidized Programs/Tiered Reimbursement Rate
-Contact the Department of Children, Families and Learning: (651) 582-8422.
-Tiered Reimbursement Program allows for incentives when centers are accredited by NAEYC.

Surveillance Camera Policy
-Regulations allow centers to use surveillance cameras as a means of enhancing supervision.

Reporting Child Abuse and Neglect
-The Department of Human Services is the agency responsible for assessing or investigating allegations of maltreatment in facilities licensed under 245A and 245B, except for child foster care and family child care.
-DHS Licensing Investigations Unit: (651) 296-3971.
-New legislation passed requiring centers to develop policies & procedures for reporting suspected maltreatment and complaints about operation of the program.

Parental Contacts

-No information available via the Internet on monitoring or inspections of licensed facilities.

Local Contacts

-2 of the 8 licensors live outside metro area and use their home as their office.

New or Pending Legislation

-None.

MISSISSIPPI (MS)

Information
Supplied by: Festus E. Simkins, Director
Division of Licensure and Regulations
Child Care Facilities Licensure
Department of Health
P. O. Box 1700
Jackson, MS 39215-1700
PHONE: (601) 576-7270
FAX: (601) 576-7267

Number and Definition of Regulated Programs

-**1,792** licensed centers.
-Included in the number are 60 half-day programs and 324 religiously affiliated centers. (43 of the half-day programs are religiously affiliated).
-Exemptions for Church day care centers that are accredited by the American Association of Christian School or the Association of Christian School International. There are provisions to exempt program from licensure for up to 2 years during the accrediting process.
-Hourly Child Care Facility Regulations apply to child care facilities in health clubs, spas, bowling alleys, etc. even if parents are on the premises.
-Licensor to center ratio: 1:107 for all facilities including pending applications.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; license fee ranges from $30 - $200; fees are used for program administration; also $50 application fee per site for new centers.
-No orientation required prior to licensure of a center.
-Fire safety survey required annually; food service inspection required 2 times a year; building code inspection required in municipalities with building codes.
-General and professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft; maximum outdoor: 1/3 of capacity at any time.
-Staff/child ratios: Birth-11 months - 1:5; 1 year olds - 1:9; 2 year olds - 1:12; 3 year olds - 1:12-14; 4 year olds - 1:16; 5 year olds and up - 1:20; mixed age groups - ratio required for youngest child in group.
-Naptime staff/child ratios: with the exception of children under the age of 2, children may be under the direct supervision (staff in the same room) of 50% of the staff required above, provided the staff to child ration is maintained on the premises.
-Group size delineations: infants - 2 years (maximum group size: 10); 2-4 years (maximum group size: 14); 4-6 years (maximum group size: 20); 5-9 years (maximum group size: 20); 10-12 years (maximum group size: 25); and 5-12 years (maximum

group size: 20); compliance with group sizes is not required during normal arrival and departure time periods.
-Procedures for the signing in and signing out of children must be established in each center.
-Regulations allow for the care of mildly ill children in centers.
-State provides centers with information on Consumer Product Safety Commission data on banned children's equipment.
-Regulations require centers to notify licensing the death of child, a missing child or a child's injury that requires medical care. Collects information for investigations, tracking trends and regulation changes.

Unannounced Inspection Policy

-Unannounced inspections take place in complaint investigations and as needed if facility has conditional/probational license. One unannounced visit per year.

Complaint Procedure

-Policies that require immediate closing of a center exist.
-Severity of violation sets limits for length of time center has to come into compliance.
-Resource and referral agencies are notified when a center is closed.
-Complaints registered against a center are responded to.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirements: director - 21 years; caregiver - 18 years; and caregiver assistant - 16 years.
-According to agency legal staff, child facilities comply with ADA as a public entity or facility; this agency does not regulate compliance.

Staff Prescreening

-Staff required to be prescreened by child abuse clearance and fingerprint background check; measles immunization required.
-All criminal records checks and child abuse and neglect checks go outside of state lines.
-Crimes that prohibit employment: sex crimes and felony convictions.
-Not required - Hib immunization.
-Center policy sets requirements for TB skin test, chest x-ray, medical examination, AIDS test, drug and alcohol tests; no recent changes in TB screening policy, but reinstatement of TB testing is being considered by the State Board.
-Centers require written references.
-Substitutes must meet qualifications for the position.
-No conditional hiring policy.

Staff Training

-Preservice education and experience required for center director: CDA and 2 years of experience, OR AA degree and 2 years of experience in licensed child care facility.
-Preservice education and experience also required for lead/head teachers, assistant teachers, and teacher aides; service staff must have the same personal qualifications as required of other staff.
-15 hours of in-service training required for all staff, full and part time.

-Director must complete needs assessment and set priorities for infant, children with disabilities, sick child and drop-in care.
-CPR/first aid is a separate preservice and/or in-service training requirement.
-No on-line training accepted for in-service training requirement.

Child Documentation Policy
-No specific state guidelines for child enrollment.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including Hib.
-Infant immunizations must begin at 6 weeks with proper documentation; the exception: children enrolled at 4 weeks do not have to begin immunizations prior to entry; and with a doctor's authorization, immunizations may not begin until the infant is 8 weeks old.
-If, when a center is inspected or monitored, child immunization records are not up to date, a fine of $50 per child is levied on the center and that child is sent home until proper documentation has been secured; if after a few days another inspection or monitoring visit indicates the child(ren) were not sent home and the immunizations records are still not current, a fine of $100 per child is levied on the center and the center can be closed down.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities where the presence of lead is suspected are required to be tested and/or encapsulated.
-Facilities are not required to be tested for the presence of lead or radon as a condition of licensure; however, if inspection suspects any of these conditions, testing/abatement is required. Any new facility built before 1977 must be tested.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, radon or lead.

Medication Policy
-Regulations do not prohibit nor restrict centers from dispensing over the counter medication; must have written parental permission. If specialized medical treatment required must be properly trained to conduct procedure.

National Life Safety Fire Code Policy
-Have adopted sections addressing child care/educational occupancy - mainly prohibit second floor occupancy, etc.
-For licensed facilities serving 13 or more children, commercial fire code apply; for facilities serving 6-12 children, residential fire codes apply.

Playground Policy
-Regulations have standards for playground safety from the Handbook for Public Playground Safety by the U.S. Consumer Product Safety Commission.

-Regulations do not prohibit use of trampolines in child care centers.

Regulatory Process Subcontracting Policy

-MS does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-Smoking is prohibited in child care facilities.
-Any use of tobacco products is prohibited.

Swimming Pool Policy

-Pools must have six foot fences, locked gates and staff be CPR/first aid/life safety certified.
-Child/staff ratio is affected; ratio and lifeguard(s) - number based on age and number of children.

Transportation Policy

-Special additional regulations exist.

Drop-In Child Care

-Regulations for "Hourly Child Care Facility": provides supervised, short term care in conjunction with a specific facility or business complex. Limited to 8 hours per stay, not to exceed 45 hours per calendar month.

Infant Care Programs

-No special regulations; no "infant only" centers.

Overnight Care Programs

-Special additional regulations regarding bathing, sleeping and meals.
-11"overnight care" (24 hour) centers.

Programs for Children with Disabilities

-Mainstreaming is recommended; if a center provides care for children with special needs, they must meet the specific needs of each child.
-In compliance with ADA.

School Age Programs

-Information on before and after school programs included in overall child care regulations.

Sick Child Care Programs

-No separate regulations, however, rules describe exclusionary items and when a child is allowed back into a program.

Subsidized Programs/Tiered Reimbursement Rate

-Contact Department of Human Services: (601) 359-4500.
-No Tiered Reimbursement Program in place at the present time.

Surveillance Camera Policy

-Regulations do not address use of surveillance cameras, however, a few centers do use them.

Reporting Child Abuse and Neglect
-Call (800) 222-8000.

Parental Contacts
-No information available via the Internet on monitoring or inspections of licensed child care facilities.

Local Contacts
-Contact county health departments and public health environmentalist.

New or Pending Legislation
-Pending: request for funding for an additional 43 licensing staff.

MISSOURI (MO)

Information
Supplied by:

Margaret Franklin
Department of Health and Senior Services
Bureau of Child Care
P. O. Box 570
Jefferson City, MO 65102
PHONE: (573) 751-2450
FAX: (573) 526-5345

Number and Definition of Regulated Programs

-**1,798** licensed child care centers.

-Number of licensed centers does not include nursery schools, half day programs, or facilities operated by religious organizations.

-No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.

-Licensor to center ratio: 1:70 facilities, caseload consists of centers, group child care homes, family child care homes and license exempt facilities.

Requirements

-License required (for people caring for more than 4 unrelated children); preapproval inspection required.

-Licenses are renewed every 2 years; no fee; reinspection required for compliance with licensing rules, fire safety and sanitation.

-No orientation required by State prior to licensure of a center.

-Separate inspections required annually by State Fire Marshal.

-Separate inspections required by contracted Sanitation Department.

-General or professional liability insurance not required.

-Physical security of the child care center (such as a card access system) is not specifically addressed by the regulations.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.; newly licensed infant/toddler units - 45 sq. ft. per child.

-Staff/child ratios: infants/toddlers - 1:4; 2 year olds - 1:8; preschool 1:10; school age - 1:16.

-Naptime staff/child ratios: same as above; if more than 50 children, the director is not included in ratios except during naptime or on an emergency substitute basis.

-Group size delineations: infant/toddler care only; 8 infant/toddlers in a group; 16 2 year olds in a group.

-Regulations do permit the care of mildly ill children in child care centers.

-State provides information to centers from the Consumer Product Safety Commission data on banned children's equipment through their quarterly newsletter. Facilities are also encouraged to contact CPSC to get recalls by e-mail and fax.

-Regulations do not require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care.

Unannounced Inspection Policy

-Facilities are visited twice per year by regulatory staff. Annual fire and sanitation inspections are unannounced except for initial inspection. Initial licensing and renewal visits are announced; all other supervisory visits are unannounced (3 unannounced visits in a 2 years licensure period).

-Facilities may be placed under close supervision and visited more often in some cases.

Complaint Procedure

-Facilities can be closed by an order of injunctive relief if there is evidence of imminent bodily harm.

-Licenses may be denied or revoked by the director of the Dept. of Health and Senior Services or designee. The DHSS may also impose specific restrictions on a license in a settlement agreement.

-Length of time that center has to come into compliance determined by individual case-by-case basis.

-Complaints against a facility are investigated within 24 hours - 30 days, dependent upon the severity of the case. (Child abuse/neglect complaints are co-investigated with the Division of Family Services.)

-Revisions of statutes allows the DHSS to take more timely legal action against child care providers if the situation poses a threat to the health and safety of children including probation, letters of warning and censure, and immediate supension.

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirement for working in a facility is 18.

-Directors must have child related college credits and/or child care experience. Requirements increase as center capacity increases. No pre-employment education requirements for center staff.

Staff Prescreening

-Staff prescreening requires criminal records background check; child abuse (CA/N) clearance; TB skin test and medical exam; TB test is required annually.

-Criminal records checks outside state lines are made in some cases; child abuse and neglect checks occasionally go outside state lines.

-Crimes that prohibit employment: reviewed on an individual case-by-case basis.

-All staff must have a criminal records background check; CA/N screening, TB and medical before initial licensure. New staff subsequently hired must have medical and TB test on file at the facility within 30 days. CA/N screens and criminal records background check must be requested within 10 days for new staff.

-Not required - fingerprinting, HIB and measles immunizations, AIDS, drug and alcohol tests.

-Conditional hiring: 30 days for medical exam plus negative TB skin test, 10 days from date of employment must have CA/N screen and criminal record check.

-No written references required. Two references required for center owner/director.

-No specific qualification requirements for substitutes.

Staff Training

-Preservice education and/or experience varies dependent on the size of the facility.

-12 hrs annual in-service training required for all staff in all types of facilities.

-No special training required for infant care, care of children with disabilities, sick child care, or drop-in care.

-No training in CPR or First Aid required.

-On-line training is accepted for in-service requirements if courses are from an accredited college or university.

Child Documentation Policy

-Medical examination reports, enrollment forms, and an individualized plan for children with special needs must be on file at the facility.

-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children are required to be immunized, including the Hib immunization; 20% of facility records are physically monitored for compliance through spot checks.

Discipline Policy

-Corporal punishment prohibited.

Emergency Medical Consent Policy

-Written consent is required, but does not have to be notarized.

Environmental Policy

-Regulations require centers to use lead free paint for all painted surfaces, including child care equipment; no requirement for radon or asbestos, but visual observation for asbestos is part of inspection.

-Lead testing may be required by local ordinances or if chipping/peeling paint is observed. Sanitation inspections are required on yearly basis.

Medication Policy

-Regulations do not prohibit centers from dispensing medications. If a center chooses to administer medication, the facility is required to have dated, written permission of parent stating the length of time the medication may be given; all medication is required to be in the original container, labeled with the child's name, instructions for administration including the time and amount of dosage.

National Life Safety Fire Code

-Has not been adopted.

-New section for Fire Safety has been added to licensing rules.

Playground Policy

-Regulations contain standards for playground safety from the Handbook for Public Playground Safety by the U.S. Consumer Product Safety Commission.

-Regulations prohibit the use of trampolines in child care facilities.

Regulatory Process Subcontracting Policy

-MO subcontracts fire safety inspections to the State Fire Marshal's Office and sanitation inspections to local health agencies.

Smoking Policy

-No smoking legislation has passed; implemented for religious facilities and nursery schools, but not for licensed facilities. Smoking in licensed facilities is prohibited in child care; food preparation and food service areas.

Swimming Pool Policy

-Regulations include: Swimming and wading pools used by children shall be constructed, maintained, and used in a manner which safeguards the lives and health of the children; both types of pools require water filtration systems; both shall be fenced to prevent access by children, with fence at least 42" high and locked gate. Above-ground pools have 42" fence around the top of the pool with a barricade to steps of pool deck; children using both pools shall be instructed in water safety and supervised by an adult at all times.

-Child/staff ratios unaffected, remaining the same as for regular outdoor care.

-Staff required to have lifesaving training, specifically an adult with a current lifeguard training certificate, including infant/child CPR, shall be on duty at all times when swimming or wading pool containing a depth of 48" or more of water is being used; an adult who has completed a course in basic water safety, including infant/child CPR, shall be on duty when pool containing less than 48" of water is being used.

Transportation Policy

-Required by licensing rules: permission necessary by parent(s) for field trips, transportation to and from school, and other transportation; permission required for school-age children to leave the facility to participate in classes, clubs, or other activities, naming the activity, time of leaving and returning, and the method of transportation to and from the activity.

-Drivers must have a valid license and be at least 18 years old.

-Children cannot be transported in campers, trailers, or in the back of trucks.

-All children must be in permanent seat with appropriate restraints as required by law.

-Identifying information must be carried in the vehicle; and head counts must be taken at specific times.

Drop-In Child Care

-"Drop-in" child care is regulated by the state of MO. Drop-in care follows normal procedures, except hourly care is limited to 50 hours per month, outdoor play is not required, medical exams for children are not required and children may bring sack lunches.

Infant Care Programs

-Additional regulations for infant care.

-There are centers that provide care to "infant/toddler only," defined as 0-2 years.

-There are 11 centers licensed exclusively for 0-2 year olds.

Overnight Care Policy

-Special regulations include: facilities providing overnight care on a regular basis must be licensed for that type of care; special effort shall be made by

caregivers to individualize care at children's bedtime and awakening, including consultation with parent concerning child's particular behavior patterns at those times; if parents come to pick up their children at various hours during overnight care, room arrangements will take into consideration child's need for undisturbed sleep; toiletry items shall be individually marked with child's name; night-lights located in areas as required by individual children's needs; separate sleeping and dressing areas provided for school-age boys and girls; during sleeping hours, caregivers shall be in close proximity to sleeping areas in order to respond to children needing attention; one caregiver shall be awake at all times; adults on premises limited to staff, parents, or authorized individuals.
-162 centers are licensed to provide overnight care.

Programs for Children with Disabilities
-Center must have a specialized plan on file for children with disabilities; mainstreaming is not required.

School Age Care Programs
-No separate regulations for school-age care at the present time, currently devloping specific regulations.

Sick Child Care Programs
-No separate rules.

Subsidized Programs/Tiered Reimbursement Rates
-Contact Division of Family Services, P.O. Box 88, Jefferson City, MO, 65103; (573) 751-3124.
-Tiered reimbursement program offers a 20% increase on base rate of reimbursement for a facility who is accredited by a recognized accreditation model; and a 25% increase to any facility who offers special needs care to children authorized as a child of special needs.

Surveillance Camera Policy
-Regulations do not prohibit the use of surveillance cameras.

Reporting Child Abuse and Neglect
-Child Abuse Hotline at (800) 392-3738.
-Child abuse/neglect reports regarding licensed centers are co-investigated by the Bureau of Child Care staff and the Division of Family Services Out of Home Investigations (OHI) Unit.

Parental Contacts
-State has basic child care information on their website but does not have not specific monitoring or inspection information on licensed facilities.

Local Contacts

1. Bureau of Child Care
Central Office
1715 Southridge Drive
P.O. Box 570
Jefferson City, MO 65102
(573) 751-2450

2. Northwestern District
Health Office
3717 South Whitney Ave.
Independence, MO 64055
(816) 350-5454

3. Southwestern District
Health Office
1414 West Elfindale
P.O. Box 777
Springfield, MO 65801
(417) 895-6541

4. Joplin Area Health Office
Sears Plaza Mini Mall,
705 Illinois, Box 4A
Joplin, MO 64801
(417) 629-3183

5. Cameron Area Health Office
219 North Chestnut, Box 634
Cameron, MO 64429
(816) 632-2107

6. Northeastern District
Health Office
708 Patton Street
P.O. Box 309
Macon, MO 63552
(816) 385-3125

7. Eastern District Health Office
220 S. Jefferson, 2nd Floor
St. Louis, MO 63103
(314) 877-0210

8. Central District
Health Office
1715 Southridge Drive
Jefferson City, MO 65101
(573) 751-2891

9. Columbia Area Health Office
1500 Vandiver, Suite 112
Columbia, MO 65202
(573) 882-9399

10. Southeastern District
Health Office
2875 James Blvd.
Popular Bluff, MO 63901
(573) 840-9720

11. Cape Girardeau Area
Health Office
710 Southern Expressway, Ste. B
Cape Girardeau, MO 63703
(573) 290-5809

New or Pending Legislation
-None.

MONTANA (MT)

Information
Supplied by: Becky Fleming-Siebenaler
Day Care Program Officer
DPHHS, Division of Quality Assurance
2401 Colonial Drive
P.O. Box 202953
Helena, MT 59620-2953
PHONE: (406) 444-7770
FAX: (406) 444-1742

Number and Definition of Regulated Programs

- **268** licensed centers.
- Nursery schools and prekindergartens are not licensed/regulated.
- Religiously affiliated centers, if providing "day care" as defined in the state code, must be licensed.
- No regulations for child care facilities that operate in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- Licensor to center ratio: 1 FTE:30 centers.

Requirements

- License required; preapproval inspection by Health Department, Fire Marshal and DPHHS day care staff required.
- Licenses are renewed annually, unless center meets extended license criteria, abd us defucuebcet free, then they can be licensed for 2 or 3 years; no fee.
- No orientation required prior to licensure of a center.
- Separate inspections required annually by Fire & Health Departments.
- General liability insurance that is considered "adequate" is required; professional liability insurance not required.
- Physical security of the child care center (such as a card access system) is not addressed by the State at this time, although discussions have begun.

Regulations

- Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
- Staff/child ratios: infants-1:4; toddlers-1:8; preschool-1:10; school age 1:14.
- Naptime staff/child ratios: same as above; no change.
- Group size delineations: none.
- Regulations do not allow for the care of mildly ill children in centers.
- State provides information to centers on the Consumer Product Safety Commission data on banned children's equipment. Information supplied during inspection visits and in CCR&R newsletters.
- Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care. Information is used to determine investigative actions.

Unannounced Inspection Policy

- Centers are visited twice a year with one visit unannounced.

Complaint Procedure

-Policies exist that require immediate closing of a center, if the children are in immediate danger.
-Resource and referral agencies notified if a center is closed; list of licensed/registered providers are shared frequently.
-Complaints are investigated as a first priority and as staffing permits.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for center staff is 16 for an aide, and 18 for a primary caregiver; aide must be directly supervised by a primary caregiver.
-Compliance with ADA in staff hiring not included in rules; however, facilities are bound simply by ADA itself.

Staff Prescreening

-Center staff required to be prescreened by child abuse clearance, criminal records check, MMR and Td immunization and TB skin test; all caregivers must show results of TB test - must be tested at initial employment and upon exposure; drug and alcohol test can be requested if there is any question.
-Criminal records checks and child abuse/neglect checks go outside state lines.
-Crimes that prohibit employment: any crimes which show harm (physical and sexual) to children or adults.
-Not required - fingerprinting, chest x-ray, medical examination, AIDS test.
-Conditional hiring is not allowed.
-Written or verbal references are required.
-No policy regarding the use of temporary substitutes, however, State is beginning to work on an approved substitute policy.

Staff Training

-Center director, lead/head teachers, and assistant teachers required to be at least 18 years old, BA in education or related field; AA degree in a related field and 1 year experience in child care or CDA or 3 years experience in child care. If director acts as caregiver, individual must meet qualifications as a primary caregiver (at least 18 years old and 2 years experience).
-Teacher aides required to be at least 16, have 8 hours on-the-job training and be directly supervised; no requirements for dietician and kitchen staff.
-Must have 8 hours of training per year in early childhood areas.
-CPR/standard first aid is separate training requirement.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care; this training is not required by rule, but the resource and referral agencies offer it on a regular basis.

Child Documentation Policy

-Enrollment forms are used.
-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy

-All children required to be immunized, including Hib immunization. Hib is only required for children under 5 years of age.

Discipline Policy

-No use of spanking or other forms of corporal punishment.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead; although providers can apply for competitive grants if such remediation is necessary.

Medication Policy
-All medications must be in original container with dosing information included. Must have written permission form the parents to administer any medications or other health procedures/medications. State is working on a new medication administration policy.

National Life Safety Fire Code Policy
-Has not adopted code, but the Fire Department has jurisdiction over centers.

Playground Policy
-Regulations address structural safety and also reference ground covers.
-Regulations prohibit the use of trampolines in child care facilities.

Regulatory Process Subcontracting Policy
-MT does not subcontract any or all of the child care center licensing process to a public or private agency/organization. Such an option was considered, but a study concluded that enforcement is the state's function and responsibility. The state cannot transfer the liability to a contractor.

Smoking Policy
-Smoking is prohibited in child care facilities at times when the children are in care.

Swimming Pool Policy
-Guidelines are the same as for other facilities--must be surrounded by fencing, sanitized, supervision by certified lifeguard.
-Child/staff ratios remain constant; not affected.
-Staff is required to have Red Cross lifesaving training.
-Wading pool requirements now in place.

Transportation Policy
-Written consent of parent is required for transporting children; vehicle must have safety restraints fastened when in motion and every child must be in a safety restraint when in the vehicle.

Drop-In Child Care
-"Drop-in" child care is not regulated, however, during 2003 State will have a "permissive" license for drop-in facilities.

Infant Care Programs
-Additional requirements exist for centers which service infants. Infant defined as birth to 2 years. Approximately 5 centers provide care to "infants only."

Overnight Care Programs

-Specific regulations for overnight care found within DCC rules: staff must remain awake; have plans which will provide for personal safety; offer a nutritious meal.

-It is estimated that 5-10 centers provide overnight care.

Programs for Children with Disabilities

-Compliance with ADA in providing services to children follows Department policy that cannot restrict care; CCDF funds can assist with building accommodations and grants to expand or improve services to children with disabilities.

School Age Care Programs

-Shall supplement and augment the child's activities at school and home; supervision for pursuits in crafts, sewing, etc.; provisions for outside activities; children to participate in making rules; parental involvement.

-Separate regulations do not exist; regulations are found within DCC rules; new rules on School Age Care forthcoming.

Sick Child Care Programs

-A staff member must check the health status of children each day upon that child's entry and exclude the child following specific criteria. If a child becomes ill during the day they must be isolated and parents are notified to pick up the child.

Subsidized Programs/Tiered Reimbursement Rates

-New programs as created by Child Care and Development Fund; contact Department of Public Health and Human Services, Child Care Unit: phone (406) 444-5900.

-A Tiered Reimbursement Program is in place for centers with NAEYC Accreditation.

Surveillance Camera Policy

-Regulations do not address the use of surveillance cameras.

Reporting Child Abuse and Neglect

-Contact local Dept of Public Health & Human Services, Family Service Programs.

Parental Contacts

-No information via the Internet on monitoring or inspections of licensed facilities.

Local Contacts

-Licensing staff located in district offices throughout the state:
- Billings area: 2330 5th Avenue South, Billings, MT 59101 (406) 655-7633;
- Bozeman area: 2200 West Lamme, Bozeman, MT 59715 (406) 522-2271;
- Butte area: 700 Casey Street, Butte,MT 59701 (406) 496-4950;
- Great Falls area: 2300 12th Ave. South, Great Falls, MT 59405 (406) 268-3777;
- Havre area: 48 2nd Ave., 2nd floor, Havre, MT 59501 (406) 262-9790;
- Helena area: 2401 Colonial Dr., Helena, MT 59620 (406) 444-1954;
- Kalispell area: PO Draw 310, Kalispell, MT 59903 (406) 751-5950;
- Miles City area: 2200 Box Elder, #10, Miles City, MT 59301 (406) 232-4581
- Misoula area: 610 Woody, Misoula, MT 59802 (406) 523-4100.

New or Pending Legislation

-Drop in "Permissive" legislation will be in enacted in July 2003

NEBRASKA (NE)

Information
Supplied by: Pat Urzedowski, Administrator
Child Care Licensing
Department of Health and Human Services
Regulation and Licensure
P.O. Box 95007
Lincoln, NE 68509-5007
PHONE: (402) 471-9431
FAX: (402) 471-7763

Number and Definition of Regulated Programs

- **839** licensed centers, which includes prekindergartens and religiously affiliated centers, but not nursery schools.
- Centers are defined as 13 or more children.
- Preschools are regulated separately, but if a preschool program is offered in addition to caring for children, the program is licensed as a center; currently, there are 294 licensed preschool programs.
- No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- Licensor to center ratio: 1:33. In addition to licensed preschools, family child care homes I & II for an average total caseload of 180 programs per licensor.

Requirements

- License required if you care for 4 or more children at any one time from families other than that of the provider; preapproval inspection required by Department of Health and Human Svs.; Fire Marshal and State Health Department.
- License issued are: provisional (1 year, first license providers receive) probationary (used when there is a problem with the facility) and nonexpiring operating license.
- Orientation is required for the Director is required prior to any child care facility or preschool receiving an initial license which includes financial information, regulations, policies and procedures.
- Separate inspections for centers are required every 2 years by Health and Fire Departments.
- No general liability or professional liability insurance required.
- Physical security of the child care center (i.e., security care system) is not addressed by the State.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.; outdoor play area accommodates at least 25% of license capacity at one time.
- Staff/child ratios: infants - 1:4; toddlers - 1:6; preschool (3 years) - 1:10; preschool (4-5 years) - 1:12; school age - 1:15; mixed age groups - center wide ratio.
- Naptime staff/child ratios: one staff in rooms where children are napping, but remaining staff must remain on premises (can be doing tasks not specifically involving children); same staff/child ratios as above when children are awake.
- Group size delineations: none, except infants maximum 12 infants per room.

-One person with CPR and first aid must be present at all times.
-Regulations allow for care of mildly ill children in centers.
-States prints articles in statewide newsletter about Consumer Product Safety Commission data on banned children's equipment. Current proposed changes to regulations has used information from CPSC on inspections.
-Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care. State complies stats specific to number of injuries. Information used in investigation process.

Unannounced Inspection Policy

-All visits, except for initial licensing visits, are unannounced.
-Inspections are required of all child care programs a minimum of once a year; programs licensed for 30 or more children are required to be inspected twice a year.

Complaint Procedure

-Policy for an immediate closing of a day care center called "Emergency Closing Orders" for situations which pose immediate threat.
-All other regulation violations require re-compliance within 30 days or shorter.
-Child Care Subsidy is notified if a center is closed or in serious non-compliance if that center is contracted with them; resource and referral agencies are notified as well as Child and Adult Care Food Program.
-Response within 5 days for complaints against licensed centers; 10 days for unlicensed ones.
-State requires the involvement of law enforcement and sets criminal sanctions for those who continue to provide illegal care after investigation by the Department.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Center director and teachers must be at least 19 years old; other support staff - 16 years old.

Staff Prescreening

-Required at the time of hiring: adult and child abuse registries clearance and medical self-disclosure required; voluntary criminal records background disclosure statement.
-All criminal records checks and child abuse and neglect checks do not go outside of state lines, unless information is available that would informa them of an arrest in another state.
-Crimes that prohibit employment: crimes against people, drug possession or distribution, any recent felony.
-Not required - fingerprinting, TB skin test, chest x-ray, AIDS, Hib and measles immunizations, drug and alcohol tests; no recent change in TB screening policy.
-Conditional hiring is not allowed.
-Two references required for teachers and assistant teachers.
-Policy regarding the requirements for the use of substitutes - prior to hire, a felony/misdemeanor statement and adult and child abuse registries clearance.

Staff Training

-Directors and providers are required to attend/complete Departments' preservice orientation; not required for the dietician and kitchen staff; however, person responsible for menu planning must have 4 hours training in nutrition and food

service in the first year.
- -12 clock hours in-service training is required annually.
- -No special training is required for infant care, care of children with disabilities, sick child care or drop-in care.
- -On-line training would be accepted for in-service training if the Dept. is given written verification of the course and that if it meets all the approved categories. CPR on-line training is not accepted.

Child Documentation Policy

- -No state guidelines for child enrollment; child's records must include name of parent(s), address, phone number, emergency contacts, etc.
- -No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy

- -Immunization of all children in child care (including Hib) required.

Discipline Policy

- -Corporal punishment prohibited.

Emergency Medical Consent Policy

- -Written form required, but does not have to be notarized.

Environmental Policy

- -Centers are not required to be tested for lead, radon, or asbestos as a condition of licensure.
- -Only non-lead paint is allowed in rooms where food is stored or prepared.
- -State does provide financial assistance for the inspection and remediation in child care facilities for lead; up to $600 in grant money is available.

Medication Policy

- -Regulations require written permission and instructions from parents must be obtained before any medication is given.
- -If a child is taking a medication that is given by a route other than oral, topical, inhalant or instillation, the prescribing health care professional must indicate the provider is competent to give or apply the medication.

National Life Safety Fire Code Policy

- -Has been adopted.

Playground Policy

- -Regulations concerning playground safety have been effect since 1983.
- -Regulations do not prohibit the use of trampolines in child care centers.

Regulatory Process Subcontracting Policy

- -NE does not subcontract any or all of the child care center regulatory process to a public or private agency/organization; local Health Department in Lancaster County has indicated an interest in submitting a proposal for taking on the licensing of child care facilities in that county only, but no proposal has been specifically submitted.

Smoking Policy

- -Smoking is prohibited in the presence of children; for centers that accept child care subsidy, and are not located in a provider's residence, the facility must be smoke free.

Swimming Pool Policy

-Guidelines include: All centers with swimming pools on the center premises shall comply with the Nebraska Swimming Pool Act and its subsequent rules and regulations. Centers using swimming pools not on center premises shall determine that the pool is licensed by the Department of Health; if the depth of the water in the pool is over 4 feet, a person who has satisfactorily completed a senior course in life-saving sponsored by the Red Cross, Boy Scouts, Girl Scouts, YWCA, YMCA, or an institution of higher learning, shall be on duty at all times the pool is in use; the wading/swimming pool must be inaccessible to children in care when not in use by the center; the center shall not use natural bodies of water for swimming or wading activities.

-When a swimming or non-portable pool is in use (except in the case of organized swimming lessons), the following staff/child ratio must be maintained: For number of children with water not over child's head: 6 wks to 24 months - 1 to 1; 24 months to 3 yrs. - 1 to 2; 3 yrs. to kindergarten - 1 to 5; first grade and up - 1 to 8. For number of children with water over child's head: 6 wks to 24 months - 1 to 1; 24 months to 3 yrs. - 1 to 1; 3 yrs. to kindergarten - 1 to 3; first grade and up - 1 to 5.

-Staff member not required to have Red Cross lifesaving training. Pool lifeguard fulfills that requirement.

Transportation Policy

-Children must be in proper safety restraints, not exceeding the capacity seating of the vehicle, and with doors locked. Must follow Nebraska laws regarding transportation.

Drop-In Child Care

-If care is provided to four or more children, the "drop-in" child care is regulated.

Infant Care Programs

-Additional requirements within the day care center regulations; no specific regulations for "infant only" centers. There are a few "infant only" centers.

Overnight Care Programs

-The special regulations for overnight care follow state and local fire codes regarding emergency lighting, etc.

-Approximately 50 centers provide overnight care.

Programs for Children with Disabilities

-No special regulations.

School Age Care Programs

-Separate regulations for school age care do not exist.

Sick Child Care Programs

-No special regulations, but rules do not prohibit centers from offering care to mildly ill children.

Subsidized Programs/Tiered Reimbursement Rates

-More than 50% of licensed centers accept children whose care is subsidized by the State. Subsidy agreements handled by Health & Human Services Resource Development staff.

-Licensed programs that are accredited by the National Association for the Education of Young Children receive a higher reimbursement rate. The program's subsidy rate cannot exceed the private pay rate.

Surveillance Camera Policy

-Regulations do not address use of surveillance cameras. A few centers have installed cameras for internal monitoring or access to Internet.

Reporting Child Abuse and Neglect

-Call (800) 652-1999 to report suspected cases of child abuse or neglect.

Parental Contacts

-No information via the Internet on monitoring or inspections of licensed facilities.

Local Contacts

-Local contact offices are the delegated authorities for Fire Marshal and health departments in larger counties/communities and licensing staff located in 12 local offices.

New or Pending Legislation

-In 2001 legislation was passed that will allow the Department to use intermediate sanctions, (i.e., limit enrollment, impose fines).

NEVADA (NV)

Information
Supplied by: Paula A. Hawkins
Chief of Licensing
Bureau of Services for Child Care
711 East Fifth Street
Carson, City, NV 89701
PHONE: (775) 684-4446
FAX: (775) 684-4464

Number and Definition of Regulated Programs

- -458 licensed centers.
- -Number of regulated programs includes centers, preschools, nurseries, and centers which care for children with special needs.
- -Religious affiliated centers regulated the same as any other center.
- -No child care regulations for Accommodation Facilities that offer a free child care program in health clubs, spas, bowling alleys, etc. while parents are on the premises; if parents are charged a fee then facility must meet regulations.
- -Licensor to center ratio: 1:60 caseload which includes centers, group family and small family child care homes.

Requirements

- -License required; preapproval inspection is required.
- -Licenses are renewed annually; state regulated license fee for 13-50 children is $100; for 51-100 children - $150; for 101-150 children - $200; for 151-200 children - $250; for more than 200 children - $300.
- -Orientation/training of at least one caretaker must have taken or be in process of taking a program for recognition of symptoms of illness including first aid. Initial course also includes 6 hours of training in child care of which no more than 3 hours may be in CPR, within 6 months.
- -Fire safety, building code, and sanitation inspections required annually.
- -General liability insurance to a third person required; if providing transportation, adequate insurance needed to cover liability for health or injury, medical expenses, damages covered by uninsured motorist; professional liability insurance not required.
- -Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- -Space requirements per child: indoor - 35 sq. ft.; outdoor - 37 1/2 sq. ft.
- -Staff/child ratios varies depending on age of children; whenever one or more infants or toddlers are being cared for in a child care center, the licensee must have at least one caretaker on duty who is designated to provide that care.
- -Naptime staff/child ratios: same as above; no change.
- -Group size delineations: none.
- -One person certified in first aid must be on-site at all times.
- -Regulations permit the care of mildly ill children only if licensed for such care.

-No information on use of Consumer Product Safety Commission data on banned children's equipment.
-Regulations require centers to report to licensing the death of a child, a missing child, a child's injury that requires medical care.

Unannounced Inspection Policy
-Biannual unannounced inspections.

Complaint Procedure
-Policies that require immediate closing of a center are dependent of complaint.
-Some policies require only a warning, dependent on complaint.
-Length of time center has to come into compliance depends on complaint.
-Resource and referral agencies notified in writing if center is closed.
-Complaints registered against centers are responded to within 3 working days, or 24 hours if severe.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 16.
-Centers referred to ADA requirements.

Staff Prescreening
-Fingerprinting and criminal records background check is required every 6 years for center staff; child abuse clearance is checked annually; TB skin test is required every 2 years or chest x-ray is required if needed; no recent change in TB screening policy.
-All criminal records checks, child abuse and neglect checks go outside of state lines.
-Crimes that prohibit employment: sexual offenses, child abuse and neglect or contributory delinquency, drug related crimes and other felony charges.
-Not required - medical examination, AIDS test, HIB and measles immunizations, drug and alcohol tests.
-Conditional hiring is allowed for center staff and the director, if the center is not new. If new, director/owner must have FBI clearance returned.
-3 written references required for director; written references not required for the rest of center staff unless required by hiring policies of the facility.
-Background checks, and TB screening required for temporary substitutes.

Staff Training
-Combination of preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides; no requirements for the dietician and kitchen staff.
-12 hours annual training required for center staff plus Symptoms of Illness and First Aid.
-Director is required to have special training in infant care if provided; training in the care of children with disabilities if provided; sick child care training requirements if provided.
-First aid is a separate preservice/in-service requirement.
-No on-line training is accepted for in-service training requirements.

Child Documentation Policy
-Center must maintain record for each child enrolled.

-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized, including Hib immunization.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities not required to be tested for the presence of asbestos, lead or radon for licensure; must meet building code, fire & health requirements.
-No state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Medication Policy
-Regulations have specific rules for dispensing of over the counter or prescribed medications. Over the counter medications must have a doctors prescription. Other health related instructions found in the Health Authorities.

National Life Safety Fire Code Policy
-Has been adopted.

Playground Policy
-Regulations contain rules for playground safety using standards from the Handbook for Public Playground Safety by the Consumer Product Safety Commission.
-If trampolines are used in centers they must have appropriate insurance coverage and written parental permission.

Regulatory Process Subcontracting Policy
-NV does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.
-Exception: (1) Child care facilities in any county or incorporated city where the governing body has established an agency for the licensing of child care facilities and enacted an ordinance requiring that child care facilities be licensed by the county or city need not be licensed by the bureau. The licensing agency shall adopt such standards and other regulations as may be necessary for the licensing of child care facilities, and the standards and regulations:
  (a) must be not less restrictive than those adopted by the board; and
  (b) take effect only upon their approval by the bureau.
(2) An agency for the licensing of child care facilities established by a city or county may waive compliance with a particular standard or other regulation by a child care facility if:
  (a) agency finds that the practices and policies of that facility are substantially equivalent to those required by the agency in its standards and other regulations; and
  (b) waiver does not allow a practice which violates a regulation adopted by the board.

(3) If a governing body intends to amend or repeal an ordinance providing for the licensing of child care facilities and the effect of that action will be discontinuance of the governing body's licensure of child care facilities, the governing body shall notify the bureau of its intention to do so at least 12 months before the amendment or repeal becomes effective.

Smoking Policy
-Smoking is prohibited in child care centers.

Swimming Pool Policy
-Guidelines for swimming pools are regulated by the Health Authority.
-Child/staff ratio not affected.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Regulations concerning the transportation of children exist.

Drop-In Child Care
-Regulations are the same as all licensed facilities.

Infant Care Programs
-Separate regulations for centers which service infants exist.
-There are centers that provide care to "infants only," defined as 0-2 years.
-There are 5 "infant only" centers in the state.

Overnight Care Programs
-Fire and health codes have regulations for overnight care.
-Currently 23 centers provide overnight care.

Programs for Children with Disabilities
-Separate regulations for caring for the care of children with disabilities.
-Complies with ADA requirements.

School Age Care Programs
-No special regulations.

Sick Child Care Programs
-Separate regulations.

Subsidized Programs/Tiered Reimbursement Rates
-Contact Welfare Division (702) 687-4760 or DHR Child Care Block Grant Office (702) 687-4400.
-A tiered reimbursement program is under consideration, but not in place at the present time.

Surveillance Camera Policy
-None.

Child Abuse and Neglect
-Call (800) 992-5757

Parental Contacts
-No information via the Internet on monitoring or inspection of licensed child care facilities.

Local Contact

-DHR-DCFS, BUREAU OF SERVICES FOR CHILD CARE:
-711 E. Fifth Street, Carson City, NV 89710 (775) 684-4400.
-4220 S. Maryland Pky., Bldg. B, #302, Las Vegas, NV 89158 (702) 486-7918.
-560 Mill Street, Suite 250, Reno, NV 89119 (702) 688-2961.
-3920 E. Idaho St., Elko, NV 89801 (702) 753-1237.

-The Child Care Licensing Bureau does not license child care facilities in the localities listed below. Information about facilities in these communities should be directed to them:

-CARSON CITY--Child Care Licensing, Carson City Health Department, Environmental Health Services, 3301 Butti Way,# 1, Carson City, NV 89701 (702) 887-2190.

-CITY OF LAS VEGAS--Child Care Licensing, Privilege License Division, City of Las Vegas, Department of Business Activity, 400 East Stewart Avenue, Las Vegas, NV 89101, (702) 229-6922.

-CLARK COUNTY--Child Care Licensing, Child Welfare Licensing Supervisor, Clark County Social Services, 1600 Pinto Lane, Las Vegas, NV 89106 (702) 455-3894.

-WASHOE COUNTY--Child Care Licensing, Child Care Licensing Supervisor, Washoe County Social Services Department, Wells Avenue at Ninth Street, P.O. Box 11130, Reno, NV 89520-0027 (702) 328-2327.

New or Pending Legislation
-None.

NEW HAMPSHIRE (NH)

Information
Supplied by:
Michele Beasley, Licensing Supervisor
Dept. of Health & Human Services
Office of Program Support
Bureau of Child Care Licensing
129 Pleasant Street
Concord, NH 03301-3857
PHONE: (603) 271-4624
FAX: (603) 271-4782

Number and Definition of Regulated Programs

-822 licensed centers.
-Number includes nursery schools, private kindergartens, school age programs and religiously affiliated centers.
-Exempt from regulation are child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
-Licensor to center ratio: 1:139; licensing specialists responsible for centers, family child homes, group homes and institutions providing 24 hour care or.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed every 3 years; no license fee.
-No orientation required prior to licensure of a center.
-Fire safety and health officer inspection required once every 3 years; monitoring inspection required annually.
-General or professional liability insurance not required, although programs must disclose to parents, prior to enrolling children, if the program is not covered by liability insurance.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft; for 1/3 of the agency's license capacity; the number of children using the play area at one time does not exceed the number square footage for the rate of 50 sq. ft. per child.
-Staff/child ratios: 6 wks. to 12 mos. - 1:4; 13 mos. to 24 mos. - 1:5; 25 mos. to 35 mos. - 1:6; 36 mos. to 47 mos. - 1:8; 48 mos. to 59 mos. - 1:12; 60 mos. and older - 1:15; mixed age groups - ratio based on average age of group.
-Naptime staff/child ratios: same as above; no change.
-Group size delineations: 6 weeks to 12 mos. (maximum group size - 12); 13 mos. to 24 mos. (maximum group size -15); 25 mos. to 36 mos. (maximum group size - 18); 36 mos. to 59 mos. (maximum group size - 24); and 60 mos. & older (maximum group size - 30) for group child care and 45 for schoolage programs.
-Must have at least one person on the premises during operating hours trained in and currently certified in CPR and first aid; training must include information about child and infant CPR.
-Regulations do not permit the care of mildly ill children in child care centers.

-State notifies Licensing Specialists about Consumer Product Safety Commission data on banned children's equipment. Specialists share the information with centers to educate proper use of equipment.
-Regulations require centers to report to licensing the death of a child, a missing child, or a child's injury that requires medical care. Information used to investigate if there is a question of child abuse, neglect or endangerment.

Unannounced Inspection Policy
-Most receive one unannounced monitoring visit in 3 years.
-Unannounced visits are made when investigating complaints.

Complaint Procedure
-Laws that require immediate closing of a center exist.
-Time center has to come into compliance depends on the violation, however, routine non-compliance must be corrected within 30 days of notice of violation.
-Parents and resource and referral agencies are informed by letter shortly after the program is notified of the licensing action.
-Complaints that are registered against a center are responded to on the same day if it is a serious complaint; complaints that involve unlicensed agencies are investigated within one week; licensed agencies' investigation must be completed within 30 days.

Staff Qualifications
-Child Development Bu. developed a career lattice for the professional development of providers and staff that includes recommendations for salaries that are commensurate with education and training.
-Minimum age requirement for center diretor must be 21; lead teacher must be 21; associate teacher is 18; child care assistants must be at least 16.
-Information regarding compliance with ADA in staff hiring is referenced in regulations appendix.

Staff Prescreening
-Child abuse clearance, criminal background check, TB skin test, and medical examination are required; no longer require TB screening unless determined there is a high risk for TB.
-Crimes that prohibit employment: murder, assault, sexual abuse, neglect, child endangerment. Investigations are conducted and each case is determined separately on charges of simple assault, drug charges and abuse/neglect.
-Not required - fingerprinting, AIDS, drug and alcohol tests, or measles and Hib immunizations.
-Conditional hiring allowed for 60 days.
-Written references are only required for center staff when there is a questionable background.
-A temporary substitute who does not meet the education/experience requirements for the position may not work more than 60 consecutive days.

Staff Training
-Directors required to have an Associate's Degree; lead/head teachers - 12 college credits; associate teacher - 6 college credits; no requirements for child care assistants or dietician and kitchen staff.
-Annual in-service training required; 6 hours per year.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.

-On-line training is accepted for both pre-service and in-service training requirements if the training is offered by a regionally accredited college or university. CPR on-line training has not been addressed in NH.

Child Documentation Policy

-No specific state guidelines for child enrollment; however, no child may be enrolled who is under 6 weeks, unless they attend for less than 12 hours a week.

-No provision for screening children for blood lead levels prior to acceptance in licensed child care programs.

Child Immunization Policy

-Enrolled children are required to be immunized on the first day of attendance; some exemptions allowed.

-HIB vaccines and boosters are required.

Discipline Policy

-Corporal punishment is prohibited. Discipline must be positive and teach the child to be self-disciplined.

Emergency Medical Consent Policy

-Written consent is required, but form does not have to be notarized.

Environmental Policy

-As a condition of licensure, facilities are required to be tested for lead and asbestos, but not for radon; testing is required only if there is an indication that a problem may exist.

-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Medication Policy

-Regulations contain rules for administering over the counter and prescription medications and other health procedures: must have written parental authorization; documentation of medicines administered; specific labeling and storage requirements.

National Life Safety Fire Code Policy

-Has been adopted.

Playground Policy

-Regulations contain standards for playground safety: requirement for fencing; energy absorbing surface materials and other overall safety requirements.

Regulatory Process Subcontracting Policy

-NH does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-Smoking is prohibited in child care facilities during the hours of operation.

Swimming Pool Policy

-Children shall be supervised at all times; At least one person certified in First Aid and CPR must be present; At least one person present who has taken a water safety course; Pool gates shall be locked and pools should be fenced.

Transportation Policy

-There are regulations concerning the transportation of children.

Drop-In Child Care

-"Drop-in" child care is regulated; NH requires drop-in care to be licensed as all other group child cares are.

Infant Care Programs

-Separate regulation exist for center which serve infants.
-No information about "infant only" centers.

Overnight Care Programs

-Rules exist for night care programs.

Programs for Children with Disabilities

-Center required to have on-going consultation with parents, physician or other professionals and written information regarding meeting child's individual needs.
-Information regarding compliance with ADA found in the Regulations Appendix.

School Age Care Programs

-Separate regulations for before and after school programs; regulations regard ratios, staff qualifications and program requirements.

Sick Child Care Programs

-None.

Subsidized Programs/Tiered Reimbursement Rates

-Contact Division of Children Youth, and Families, (603) 271-4248.
-Tiered reimbursement exist for unlicensed care, licensed providers and contracted providers.

Surveillance Camera Policy

-None.

Reporting Child Abuse and Neglect

-Rules and statute mandate reporting of suspected abuse/neglect to the Division for Children, Youth and Families.
-Investigations conducted by licensing specialists jointly with the Division of Children, Youth and Families and/or the police.

Parental Contacts

-No information available via the Internet on monitory or inspections of licensed child care facilities.

Local Contacts

-None; licensing is centralized; call (603) 271-4624.

New or Pending Legislation

-None.

NEW JERSEY (NJ)

Information
Supplied by:
Richard Crane, Chief
DYFS, Bureau of Licensing
P.O. Box 717
Trenton, NJ 08625-0717
PHONE: (609) 292-1018
FAX: (609) 292-6976

Number and Definition of Regulated Programs

-**4,100** licensed centers.

-Center is defined as 6 or more children under 13 years of age who attend for less than 24 hours a day.

-Nursery schools, prekindergartens, and religiously affiliated centers are included in this number; however, certain religiously affiliated centers operating before May, 1984, are "grandfathered" and permitted to receive a Certificate of Life/Safety Approval instead of a license. Centers operating for eight weeks or less are also permitted to receive such a certificate.

-Nonprofit centers located in public school buildings are exempt by law from having to meet the physical facility requirements for licensure.

-No regulations for child care facilities that offer care for two hours or less in health clubs, spas, bowling alleys etc. when parents are on the premises.

-Licensor to center ratio: 1:160.

Requirements

-License required; preapproval inspection required.

-License is renewed every 3 years; fee varies by center capacity: 6-15 ($110); 16-30 ($140); 31-60 ($165); 61-100 ($195); 101-180 ($220) and 181 and up ($250); money goes to General State Treasury Fund. In lieu of fees specified above, an applicant for an initial or renewal license who operates a Head Start Center pursuant to regulation or a school-age child care program that does not charge a fee or require other compensation or services from parents, shall send a licensing fee of $110.

-No orientation required by State prior to licensure of a center.

-Separate inspections required yearly by local Fire and Health Departments; building code inspection required once, to secure a Certificate of Occupancy; new centers must comply with barrier-free building codes.

-General liability insurance required, no specific coverage amount; professional liability insurance not required; if transporting children vehicle insurance required in the amounts specified by DMV.

-Physical security of the child care center (such as a card access system) is not addressed by the state.

Regulations

-Space requirements per child: indoor - 35 sq. ft. for centers operating since 1989; 30 sq. ft. for centers in existence before 1989; outdoor - 150 sq. ft. minimum, plus 30 sq. ft. per child when more than 5 children use the space.

-Staff/child ratios: 0 to 18 months - 1:4; 18 months to 2 1/2 years - 1:7; 2 1/2 to 4 - 1:10; 4 - 1:12; 5 - 1:15; 6 and school-age - 1:18.

-Naptime staff/child ratios: Less staff have to directly supervise children during naptime, but all staff must remain in facility and be reachable if needed to return to an area; Exception: staff/child ratios must be 1:10 for children under 2 1/2 years, and 1:20 for children 2 1/2 years and above.
-Group size delineations: for early childhood (maximum group size - 20); for school age (maximum group size - 30); primary caregiver is required for each group of 4 infants or 7 toddlers.
-A person with CPR and first aid training is required to be at the center.
-Regulations allow for the care of mildly ill children in centers.
-State provides licensing inspectors with information on the Consumer Product Safety Commission data on banned children's equipment; inspectors share information with centers as needed and if a concern arises.
-Regulations require centers to report to licensing the death of a child, a child's injury that requires hospital admission, (not medical care). Not required to report a missing child. Incident is investigated or referred for child abuse/neglect investigation as appropriate.

Unannounced Inspection Policy
-All inspections are unannounced, including initial, renewal, complaint and follow-up.

Complaint Procedure
-Policies exist that allow for immediate closing of a center in case of imminent or life threatening hazards - contact local code officials; contact parents; seek court to get injunction; send DYFS licensing staff to the center to make sure that the center complies with closing. Length of time center has to come into compliance depends on nature of infraction.
-Resource and Referral agencies are sent monthly licensing status reports on all centers, including centers that close and new ones that open.
-When complaint against a center is registered, written report is sent to centers after investigation is completed, follow-ups as necessary.

Staff Qualifications
-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 14 for early childhood programs and 16 for school-age child care programs; 14 to 17 year olds must be directly supervised by an adult.
-Compliance with ADA in staff hiring involves encouraging centers to hire staff members with disabilities.

Staff Prescreening
-Staff required to be prescreened by Mantoux test for TB (or chest x-ray) and medical examination; no recent change in TB screening policy; statement is required regarding conviction of a crime; child abuse clearance required.
-State and Federal Criminal History Record Information fingerprint background check required as of 1/26/01.
-Crimes that prohibit employment are specified by law; any other criminal convictions are reviewed on a case-by-case basis to determine whether the crime relates to child care. Substantiations of child abuse/neglect disqualify an individual from child care employment, as required by state law.
-Not required - Hib and measles immunizations, AIDS, drug and alcohol tests.
-Conditional hiring is not allowed.
-2 written references (or verbal references documented) required.

-Centers required to have a substitute system.

Staff Training

-Preservice education and/or experience required for center directors, group teachers, lead/head teachers, and school-age child care program supervisors; no preservice education or experience required for assistant teachers, teacher aides, or the dietician and kitchen staff.

-New staff must have orientation in implementing group size limits and primary caregiver responsibilities; understanding center operations, policies and procedures; implementing the center's statement of policy on the disciplining of children; recognizing and reporting child abuse and neglect; supervising all children; implementing health practices; evacuating the center, use of the fire alarms; and implementing the center's release policy. 8 hours in-service in 3 core areas for all staff plus 4 hours in program management for director, head teacher and school age child care program supervisor are required annually.

-One staff member trained in CPR and first aid must be present at all times.

-No special training required for infant care, care of children with disabilities, or drop in care.

-Sick child care special training required for each new staff upon beginning work at the center and for all staff annually.

-On-line training is accepted for in-service requirements if training is provided by a recognized source. CPR on-line training is accepted if CPR Certification is granted by a nationally recognized source.

Child Documentation Policy

-Specific documentation for child enrollment includes parents' home and work contacts, emergency contacts, permission for emergency medical treatment, and receipt of information to parents statement. Also, a child must meet certain health requirements.

-Currently no provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children required to have current immunization, including Hib immunization.

Discipline Policy

-Corporal punishment prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-When the presence of asbestos is suspected, testing for asbestos is required as a condition of licensure; records are kept on file.

-Testing for the presence of radon is required.

-Testing for the presence of lead is required in all centers constructed before 1979, effective 11/6/00.

-The center must arrange and pay for the testing for radon and/or asbestos in child care facilities and any remediation work.

-The state will pay for testing of lead paint, the center must pay for any remediation work.

Medication Policy

-Regulations contain specific rules if centers administer medication or health care procedures to a child, including written approval from parents; director shall designate authorized staff members to administer medication and procedures; all medication and health care equipment shall be kept either in a locked cabinet or in an area that is inaccessible to children; center must maintain specific health care records. Centers may choose whether to give prescription medication to child with a short-term illness, or over the counter medication to any child.

-Centers are required to have medication policies allowing for reasonable accommodations for children with special needs if failure to take medication would jeopardize a child's health or prevent a child from attending child care.

National Life Safety Fire Code Policy

-New Jersey uses its own Uniform Fire Code (NJUFC).

Playground Policy

-New regulation effective 3-23-99 for playground safety using standards from the Handbook for Public Playground Safety by the U.S. Consumer Product Commission.

-Regulations do not prohibit use of trampolines in child care centers.

Regulatory Process Subcontracting Policy

-NJ does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-Child care centers must ensure that smoking is prohibited in all rooms and outside play areas while such rooms and outside areas are occupied by children; if smoking is permitted in an indoor area when children are not present, the area must be separately ventilated to the outside.

Swimming Pool Policy

-Guidelines for swimming pools include center compliance with building, health, and safety codes for pools at least 24" deep.

-Child/staff ratio not affected.

-One staff member required to have Red Cross lifesaving training or equivalent certification for pools at least 24" deep.

Transportation Policy

-Regulations concerning the transportation of children exist.

Drop-In Child Care

-"Drop-in" child care is subject to licensure; no different provisions are required for these programs.

Infant Care Programs

-More stringent staff/child ratios and sanitation procedures exist.

-There are centers providing care to "infants only," defined as under 2 1/2 years of age.

-There are 14 "infant only" centers in the state.

Overnight Care Programs

-Special regulations for overnight care address bedtime schedules, evening

activities, sleeping equipment and sleeping garments.
-36 centers provide overnight care or care after 7:00 PM.

Programs for Children with Disabilities

-More stringent ratios exist for ambulatory and non-ambulatory children with disabilities.
-Compliance with ADA in providing services to children involves encouraging centers to admit children with disabilities.

School Age Care Programs

-School-age child care programs became subject to State licensure in March 1993 as a result of an amendment to the State Child Care Center Licensing Law; special regulations were adopted for these programs in May 1994; provisions are incorporated into the licensing regulations.

Sick Child Care Programs

-Detailed requirements for programs caring for sick children, whether the program serves sick children exclusively or serves sick children as a component of a regular program, such as additional staff.

Subsidized Programs/Tiered Reimbursement Rates

-Contact Division of Family Development: (609) 588-2282.
-Enhanced reimbursement rates for subsidized children are provided to nationally accredited centers.

Surveillance Camera Policy

-Centers must have a monitoring system in place, which may include the use of surveillance cameras.

Reporting Child Abuse and Neglect

-Contact 24 hour hotline: (800) 792-8610; in each county there is at least one phone number for a field office that will respond to cases during normal business hours.

Parental Contacts

-No information is available via the Internet on monitoring or inspections of licensed facilities.

Local Contacts

-None.

New or Pending Legislation

-None.

NEW MEXICO (NM)

Information
Supplied by: Donna Dorsey
Child Care Services Bureau
Children, Youth & Families Dept.
P.O. Drawer 5160, #43
Santa Fe, NM 87502-5160
PHONE: (505) 476-0130
FAX: (505) 827-7361

Number and Definition of Regulated Programs

- -**618** licensed child care centers, including Before and After School Care, Children's Community Homes, Children's Crisis Shelters, Children's Multi-Service Homes.
- -No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents on the premises.
- -Licensor to center ratio: 1:93.

Requirements

- -License required per Sections 8.16.2.20 A(1) & 816.2.20 A(6) and 8.16.2.30 M(1) & 8.16.2.30 A(6) complete application and include application fee of $55 per year. Initial survey (visit) is performed for all applications for new license.
- -No orientation required prior to licensure of a center.
- -Section 8.16.2.28 H(2)(e) requires an annual fire inspection from the fire authority having jurisdiction over the center.
- -Section 8.16.2.20 A(3) & 8.16.2.30 A(4) requires current written approval from city, county or state authorities for zoning and building; and for fire-prevention from State Fire Marshal's Office or appropriate authority, and if applicable, for kitchens, private water supply, private waste or sewage disposal and swimming pool from NM Environment Dept or other environmental health dept.
- -General or professional liability insurance not required.
- -Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- -Space requirements per child: Sections 8.16.2.30 B(3)(a) & 8.16.2.30 B(5) require 35 sq. ft. of indoor activity space wall-to-wall for each child in a center and 75 sq. ft. of outdoor space for each child using the area at a time.
- -Staff/child ratios: Sections 8.16.2.22 D(1)(2) requires grouping by age: infants (6 wks to 24 mos) - 1:6; toddlers (2 yr olds) - 1:10; preschool (3-4 yr olds) - 1:12; 5 yr olds to school age - 1:15; Combined age groups (6 wks to 24 mos) - 1:6; (2-4 yr olds) - 1:12; (3-5 yr olds) - 1:14; (6 yrs and older) 1:15.
- -Naptime staff/child ratios: ratios will be maintained at all times and children must never be unattended.
- -Group size delineations: none.
- -Regulations do not prohibit care of mildly ill children in centers.
- -State uses the Consumer Product Safety Commission data on banned children's equipment to train licensing surveyors and surveyors disseminate the information to centers.

-Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care. There are investigations and possible sanctions.

-**Unannounced Inspection Policy**

-Under Section 8.16.2.16 F: the Licensing Authority may or may not announce a survey (visit).

Complaint Procedure

-Immediate closing of a center results if the Licensing Authority deems action is required to protect human health and safety.

-The Licensing Authority will require: facility to submit and comply with a written plan of correction; and/or will sanction the child care facility administratively including, without limitation, suspension, revocation or restriction of a license; and/or will file criminal charges and/or pursue civil remedies.

-Resource and referral agencies are notified when a center is closed.

-The Licensing Authority investigates any complaint in which the health, safety and/or welfare of a child could be in danger.

Staff Qualifications

-Unless exempted, a center will have a director who is at least 21 years old, caregivers who work directly with children or are counted in staff/child ratios must be 18 years old.

-No state recommended salary schedule for center staff.

-Temporary substitutes must meet same requirements as staff except for training requirements.

Staff Prescreening

-Nationwide criminal background checks are conducted of all operators, staff and employees and prospective operators, staff and employees and volunteers of child care facilities, and all adults residing there and those facilities and programs having primary custody of children for 20 hour or more a week.

-Certification by physician or recognized health center stating the person is free from tuberculosis in a transmissible form prior to working in a center.

-Crimes that prohibit employment: no information supplied.

-Not required - medical examination, AIDS, drug and alcohol tests.

-Conditional hiring is allowed prior to results of prescreening; all persons providing care are required to sign a statement that they have or have never had an arrest or substantiated referral to a child protective services agency. If a substantiated referral, they must provide a written statement concerning the circumstances and disposition of arrest and/or substantiated referral.

-All employees must complete forms recording previous employment history.

Staff Training

-Preservice education required for day care center directors; directors must have proof of: current Child Development Associate (CDA), Certified Child Care Professional Credential (CCP), Montessori teacher certification, a National Administrator Credential (NAC) or Associate of Arts or Applied Science degree in child development or early childhood education and at least 2 years of experience in early childhood growth and development setting; or a Bachelor's degree or higher in early childhood education or a related field with at least 1 year experience in early childhood growth and development setting; not

required for lead/head teachers, assistant teacher, teacher aides, or the dietician and kitchen staff.
-24 hours in-service training is required annually for all staff members working more than 20 hours per week, including the director. Training must be in first aid, CPR, infection control and at least three competency areas with one year and all seven ares within two years. Competency areas include: child growth, development and learning; health, safety, nutrition and infection control; family and community collaboration; developmentally appropriate content; learning environment and curriculum, implementation; assessment of children and programs and professionalism.
-Special training is required for care of children with disabilities and sick child care.
-Infant and toddler caregivers must have at least 4 hours of training in infant and toddler care with 6 months of starting work
-No special training required for drop-in care.
-No on-line training accepted for in-service training requirements.

Child Documentation Policy
-Specific state guidelines for child enrollment exist.
-No provision for screen children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children's personal information must include a copy of child's up-to-date immunization record or Public Health Division approved exemption from the requirement.

Discipline Policy
-Corporal punishment is prohibited including withdrawal of food, rest, bathroom access or outdoor activities; abusive or profane language, including yelling; any form of public or private humiliation, including threats of physical punishment and or unsupervised separation.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Medication Policy
-Facilities will give prescribed medication only with written permission from parent or guardian, administer according to written directions from the prescribing physician. In case of non-prescription medication, written instruction must be provided by the parent or guardian. A designated staff member will be responsible for giving medication. All non-prescription and prescription medication must have a label with child's name, date medicine was brought to center; medication is kept in original container with written instructions; name of medication, dosage, hours, dates child is scheduled to receive and actually receives medication (the latter is documented in a written record) and return of medicine to parents/guardian or destruction of medicine.

National Life Safety Fire Code Policy

-Has been adopted as it pertains to child day care including: evacuation plan, fire drills and recording of the drills, equipment;: detector systems, alarms, detectors and extinguishers, annual fire inspections and posting of emergency numbers.

Playground Policy

-Requirements include: play equipment safe and securely anchored; outdoor play areas enclosure with a fence and specifications for the fence and gate; energy absorbing surfaces beneath climbing structures, swings and slides; outdoor play area for children under age two years will have an area protected form general traffic where children can crawl in safety.

-Regulations do not prohibit use of trampolines in child care centers.

Regulatory Process Subcontracting Policy

-NM does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-Smoking, firearms and alcoholic beverages are prohibited in child care facilities, or on the premises.

Swimming Pool Policy

-Swimming pools, wading and water requirements include: permission from parents; health and safety, including supervision and, if above ground, construction and maintenance in accordance with sate and local requirements.

Transportation Policy

-Transportation of children regulations include safety; vehicles' compliance with state vehicle laws; staffing, loading and unloading of children, appropriate restraint systems from time of pickup to delivery of children.

Drop-In Child Care

-Drop-in child care is allowed as long as a center maintains child/staff ratios.

Infant Care Programs

-Regulations for centers include: centers will not admit a child under age 6 weeks except with the written approval of a licensed physician. Requirements include: grouping with age 13-24 mos.; caregiver physical contact and attention and immediate response to cries of infants and children within 2 minutes; provide opportunities for language development and other learning while taking the children through routine activities; allow each infant to form and observe his/her own pattern of feeding, sleeping and waking; sleeping and play areas; holding infants while feeding; providing nutritional needs in foods.

-No "infant care only" centers.

Overnight Care Programs

-Special regulations for centers which provide overnight care include: 50 sq. ft. of activity area per child; staff required to be awake and immediately available to children needing attention; bed, cot, mattress and linens requirements and food menus for lunch and supper.

-Are less than 24 hours.

-3 centers provide overnight care.

Programs for Children with Disabilities

-Regulations for caring for children with disabilities requirement for children under age 3 who needs early intervention services and a child with known disability may be admitted to a center as instructed by parents, service, educational and/or medical plans that address emergency situations under the guidance of primary service provider; mainstreaming not required.

School Age Care Programs

-Section 8.16.2.39 of regulations for programs offering only before and after school child care.

Sick Child Care Programs

-Section 8.16.2.26 of regulations for caring for sick children addresses: absences due to notifiable diseases; separation and constantly observing a child who becomes sick at a center; notification of parent or guardian; sending child home; cots or mats available for sick children and disinfection requirements.

-A pilot program is in development with regulation of specific care of ill children anticipated within 2 to 3 years.

Subsidized Programs/Tiered Reimbursement Rates

-Contact Child Care Services Bureau, P.O. Drawer 5160, Santa Fe, NM 87502; 1-800-832-1321.

-A Tiered Reimbursement Program entitled AIM HIGH has five levels of program development. Levels 1 and 2 are clarifying programs and assist with curriculum and environment. Levels 3 - 5 have financial increments in place based upon specific criteria, such as national accreditation for level 5.

Surveillance Camera Policy

-Regulations do not address use of surveillance cameras.

Reporting Child Abuse and Neglect

-A center will report immediately by phone to the Licensing Authority and follow-up in writing any incident that has threatened or could threaten the health and safety of a child and staff members. Call 505-827-7499.

Parental Contacts

-No information supplied via the Internet on monitoring or inspections on licensed facilities.

Local Contact

-District I: Yvonne Otero, 3401 Pan American Freeway, Albuquerque, NM 87107 (505) 841-4825; FAX (505) 841-4803

-District II: Priscella Williford, P.O. Drawer 5160, PERA Building, Santa Fe, NM 87502 (505) 476-0130 FAX (505) 827-4250

-District III: Christena Jennings, 760 Motel Blvd., Suite C, Las Cruces, NM 88005 (505) 524-6044 X 115 FAX (505) 524-6086

-District IV: Patricia Steward, #4 Grand Avenue Plaza, P. O. Box 267, Roswell, NM 88202-0267; (505) 623-6138 FAX (505) 625-6748

New or Pending Legislation

-None.

NEW YORK (NY)

Information
Supplied by:
Suzanne Zafonte Sennett, Director
Bureau of Early Childhood Services
Office of Children & Family Services
Capital View Office Park
52 Washington Street
North Building, Room 338
Rensselaer, NY 12144-2796
PHONE: (518) 474-9324
FAX: (518) 474-9617

Number and Definition of Regulated Programs

-3,705 licensed centers (1,892 state licensed; 1,813 licensed by New York City).

-Number includes those nursery/preschools/prekindergartens and religiously affiliated centers which meet the definition of a child day care center and therefore are required to be licensed.

-Programs not required to license may do so voluntarily. Nursery schools can also register voluntarily with the State Department of Education.

-No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.

-Licensor to center ratio: a total licensing staff of 301 (excluding fire safety specialist); staff are responsible for all four types of child care: child care centers, school-age centers, family child care homes and group family child care homes. Therefore, we cannot compute a specific center to licensor ratio.

Requirements (NYC has separate regulations.)

-License required; preapproval inspection required.

-Licenses are renewed at least every 2 years.

-No orientation is required prior to licensure of a center, however, orientation training is recommended and offered by the Bureau of Early Childhood Services.

-Fire safety inspection required annually; building code inspection required initially and with change of usage or expansion; zoning approval required at initial licensure; health, fire detection system, and heating system inspections required at initial licensure and renewal; test of private water supply required at initial licensure and renewal.

-General liability insurance required; professional liability insurance not required.

-Physical security of the child care center (such as a card access system) is not addressed by the State.

-Each center must establish a "sign in" policy for all visitors entering and must establish other rules and policies as necessary to provide for monitoring and control of visitors to protect health, safety and welfare of children in care.

Regulations (NYC has separate regulations.)

-Space requirements per child: indoor - 35 sq. ft. and additional space for cribs; outdoor - adequate for outdoor play.

-Staff/child ratios: 6 weeks to 1/2 years - 1:4; 1/2 years to 3 years - 1:4 or 1:5; 3 years - 1:6 or 1:7; 4 years - 1:7 or 1:8; 5 years - 1:8 or 1:9; 6 years

to 10 years - 1:10; 10 years through 12 years - 1:15; Ratio varies with group size.
-Naptime staff/child ratios: same as above.
-Group size delineations: 6 weeks - 18 months (maximum group size - 8); 18-36 months (maximum group size - 12); 3 years (maximum group size - 18); 4 years years (maximum group size - 21); 5 years (maximum group size - 24); 6-9 years (maximum group size - 20); and 10-12 years (maximum group size - 30).
-Regulations allow for care of mildly ill children in child care centers.
-State provides information on Consumer Product Safety Commission banned children's equipment via Video Conference Training, broadcast twice a month, statewide. Centers encouraged to log onto CSPC website for updates.
-Regulations require centers to notify licensing in case of the death of a child, a missing child, a child's injury that requires medical care or serious infectious illness; information used to evaluate whether an investigation into the incident is appropriate.

Unannounced Inspection Policy
-The Department is authorized by law to make unannounced and announced inspections of the records and the premises of any child care center.

Complaint Procedure
-Call Child Care Complaint Line for Regulatory Complaints: (800) 732-5207.
-There are policies on immediate closing of a child day care center (suspension of license) upon finding that the public health or a child's safety is in imminent danger.
-For all other violations, the Department must advise the child care center in writing of the violations within 10 days and require the center to correct the violations. If the center fails to correct the violations within 30 days after notice, the Department may begin enforcement action.
-Resource and referral agencies are notified when a child care center is closed.
-When a complaint is registered against a child care center, which if true would indicate a violation of statute or regulation, to the maximum extent possible, an unannounced site inspection must be made within 15 days or the next day in the case of imminent danger.

Staff Qualifications
-No state recommended salary schedule for child care center staff.
-Minimum age requirement for working in a child day care center is 16; no person under 18 years of age is permitted independently supervise a group of children and persons under 18 years of age may not be counted in the numbers as meeting the required staff to child ratio.
-Compliance with ADA in staff hiring means that child day care centers must comply with all applicable state and federal laws relating to equal employment opportunities.

Staff Prescreening
-Staff required to be prescreened by child abuse and maltreatment clearance; Mantoux or other TB skin test (or chest x-ray), and medical statement must be performed prior to employment and biennially; no recent change in TB screening policy.
-Crimes that prohibit employment: violent crimes and crimes against children.
-Criminal History Record Checks (fingerprinting) are required for applicants, current operators, employees and assistants. Volunteers who have regular and

substantial contact with children are also subject to a criminal history record check.
-Not required - AIDS test, Hib and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of child abuse and maltreatment clearance is allowed but no contact with children is permitted without direct supervision by staff already cleared.
-3 references required of applicant, including at least one personal reference and at least one employment reference.
-All staff having substantial contact with children, including consultants and volunteers, must be cleared through the State Central Register for Child Abuse and Maltreatment and have their fingerprints cleared through the New York State Department of Criminal Justice.

Staff Training
-Preservice education and experience required for child care center program director and heads of group. Preservice education or experience required for assistants to heads of group.
-Operators, program directors, employees and assistants must have 30 hours of training every two years. For new providers a minimum of 15 hours must be completed within their first six months as a child care worker.
-CPR/first aid not a separate preservice and/or in-service training requirement.
-Heads of group for children 6 weeks to 3 years of age required to have special training for infant care; special training in care of children with disabilities required as needed; sick child care and drop in care are not currently categories of regulated care.
-On-line training is accepted for in-service training requirement with prior approval of the Office for the on-line training courses. CPR on-line training is not accepted.

Child Documentation Policy
-There are specific regulatory requirements for the admission of children, including medical examination, parental consents, and exchange of information.
-Providers must request a copy of the lead screening certificate from parent(s) at the time of admission.

Child Immunization Policy
-Immunizations, including the Hib immunization, are required for enrollment.

Discipline Policy
-Corporal punishment and humiliating or frightening methods of control and discipline are prohibited.

Emergency Medical Consent Policy
-Written parental consent is required at the time of admission, but signatures are not required to be notarized.

Environmental Policy
-Applicants must provide Certification, on forms supplied by the Office of Children & Family Services, that the building, its property and premises, and the surrounding neighborhood and environment are free from environmental hazards. NYS Dept. of Health conducts a lead assessment for day care centers located in buildings prior to 1978.

-Effective 7-1-01 child care facilities must provide notification to parents at least 48 hours prior to application of pesticides to grounds or buildings.

Medication Policy

-Regulations stipulate that over-the-counter medication can only be given with parent's written consent and written instructions that are consistent with directions on manufacturer's label; prescription medication can only be given under doctor's orders and with written consent and instructions from the parents. Centers are not required to dispense medication nor perform special medical treatments.

National Life Safety Fire Code Policy

-Parts of the National Life Safety Fire Code are referenced in the New York State Uniform Fire Prevention and Building Code.

Playground Policy

-Guidelines have been developed to the utilization of rooftops as a playground. Guidelines emphasize that the building be structurally sound to support a playground, that the playground is accessible to fire fighting apparatus, and be organized in a way to facilitate a safe emergency evacuation. In addition the guidelines address enclosing the playground with a fence, have adequate supervision and that the playground's construction and lay out promote the comfort and safety of children.

-Regulations do not currently prohibit use of trampolines in child care centers.

Regulatory Process Subcontracting Policy

-NY does not subcontract any or all of the child care center regulatory process to a public or private agency/organization. It is working to standardize and streamline its child care center licensing procedures rather than contracting out any aspect of the regulatory process.

Smoking Policy

-Smoking is prohibited in indoor areas and in vehicles when children are present.

Swimming Pool Policy

-The use of non-public swimming pools, spa pools and all fill and drain wading pools is prohibited.

Transportation Policy

-Regulations governing transportation focus on parental consent and on the safety of children in addition to the routine requirements for motor vehicles in NY.

Drop-In Child Care

-"Drop-In" care is not regulated.

Infant Care Programs

-There are some special provisions for the care of children under the age of 3 years in the areas of diapering, feeding, program, staff training and preservice experience, equipment and space. Centers who care for infants and toddlers, or for mildly or moderately ill children, must consult with a health professional regarding the program's health policies and procedures. Health consultants to the program must be familiar with the program's health care plan, must review and update such plan no less than once every 24 months and must approve and sign

the health care plan prior to its submission to the Office.
-There are centers that provide care to "infants only," defined as 6 weeks to 18 months or 3 years; there are a limited number of "infant only" centers.

Overnight Care Programs

-A functioning, sanitary shower or tub must be available when night care is provided.
-Evacuation drills must be conducted at least monthly during various hours of operation of the center. If evening and/or night care is provided, such drills must be conducted monthly during each shift of care in accordance with the recommendations of the local fire marshal or fire department. A records must be kept on file on forms furnished by the Office or approved equivalents.
-A written daily schedule of program activities and routines which offers reasonable regularity in routines, including snack and meal periods, nap and rest periods, indoor and outdoor activities and activities which provide children with opportunities for learning and self-expression in small and large groups is required. When night care is provided, this schedule must include a routine of good personal hygiene practices, including changing into night clothes, brushing teeth and washing before bed in the manner to be agreed upon between the parent and provider.
-A small number of centers provide overnight care; exact number unavailable.
-Guidelines for overnight care are currently under study.

Programs for Children with Disabilities

-There are no separate regulations on caring for children with disabilities but provision must be made to address the child's individual needs. A child care center may not refuse to admit a disabled child who otherwise is eligible for admission if a space is available, the child could benefit from participation in the program and reasonable modifications can be made in the premises and/or program to accommodate the child. This is in compliance with the ADA in providing services to children.

School Age Programs

-There are separate regulations for before and after school programs, termed school-age child care programs in New York State, which may also operate during the summer and school holidays and vacations (18 NYCRR, Part 414).

Sick Child Care Programs

-Child day care center regulations include requirements for the care of children who become ill at the center. Children with contagious or communicable disease cannot be admitted.
-Regulations concerning the care of mildly ill or moderately ill children have been established and are currently effective under 18 NYCRR emergency day care regulations.

Subsidized Programs/Tiered Reimbursement Rates

-Subsidized child care is available in New York State. For information contact Office of Children and Family Services, Bureau of Early Childhood Services, 52 Washington Street, Attn: Riverview Center, 6th floor, Rensselaer, NY 12144.
-Local Departments of Social Service have the flexibility to establish differential payments for child care services to facilities that have been accredited by a nationally recognized child care organization.

Surveillance Camera Policy
-Regulations do not allow the use of video surveillance cameras in lieu of competent direct supervision of children.

Reporting Child Abuse and Neglect
-Call (800) 342-3720 to report suspected cases of child abuse or maltreatment.

Parental Contacts
-Information on monitoring and inspection information of child care facilities is not currently available via the Internet.

Local Contacts
-There are 7 regional offices which license child care centers.

New or Pending Legislation
-**New**: As part of an overall strategy to improve the stability of staff in child care, NYS has initiated the Child Care Professional Retention Program. Operators and employees who have been in child care programs for minimum period of 12 months are eligible to apply for a salary enhancement provided they continue to operate or work at the same day care program for an addition period of time. There is $40 million set aside for this program.

NORTH CAROLINA (NC)

Information
Supplied by: Anna Carter
Division of Child Development
2201 Mail Service Center
Raleigh, NC 27699-2201
PHONE: (919) 662-4527
FAX: (919) 662-4569

Number and Definition of Regulated Programs

- -**4,151** licensed centers.
- -If a nursery school, prekindergarten or religiously affiliated center meets the definition of day care and is required to be licensed, it is included in number.
- -Child care providers operating more than one type of program at the same site, serving different children for 4 hours or less per day are not required to be licensed; however, they may volunteer to be licensed. Programs receiving subsidy funds are required to be licensed.
- -No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises; facility must post a notice that their child care program is not licensed by state.
- -Licensor to center ratio: varies between 1:50 to 1:75.

Requirements

- -License required; preapproval inspection required prior to issuance of a temporary license and after 6 months a permanent star license will be issued; annual compliance visits still required; no license fee; permanent license--permits will be issued without expiration dates.
- -New multi-level rated licenses are now in place.
- -License must be displayed where parents are able to view it daily.
- -No orientation required prior to licensure of a center, however, State does recommend attending a pre-licensing workshop.
- -Fire safety inspection required initially and annually; building code inspection required initially and when major renovations are done; sanitation inspection required initially and annually.
- -General and professional liability insurance not required.
- -Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- -Space requirements per child: indoor - 25 sq. ft. minus halls, closets, bathrooms; outdoor - 75 sq. ft. with a minimum of space for 30 children.
- -Staff/child ratios: up to one year old - 1:5; 1 to 2 year olds - 1:6; 2 to 3 year olds - 1:10; 3 to 4 years old - 1:15; 4 to 5 years old - 1:20; 5 year olds - 1:25.
- -Naptime staff/child ratios: Children age 2 and older, only one person required in the room or visually supervising and total number of required staff are on premises within calling distance.
- -Group size delineations: maximum group sizes are double the staff/child ratio, not to exceed 25 children.

- CPR - one person must always be present during operating hours; first aid is required so that the following number of certified staff are present during operating hours: 1-29 children (one person); 30-79 children (two people) and 80+ children (three people); may be counted as in-service only for staff required to have 20 clock hours of training hours annually; playground training required for one staff, if licensed for less than 30 children and two staff if licensed for 30 or more children.
- Parents may give written blanket permission for 6 months to administer medications for asthma and allergic reactions; also up to 12 months for diaper creams and sunscreen.
- Regulations allow for care of mildly ill children in centers.
- State posts Consumer Product Safety Commission data on banned or recalled children's equipment on their website; licensing consultants get copies and when they visit programs; if items are identified as recalled, consultant provides information on how to fix or remove the items.
- Regulations require that centers report to licensing the death of a child, a missing child or a child's injury that requires medical care; information compiled in a database.

Unannounced Inspection Policy

- Annual compliance visit is unannounced, whenever a complaint is filed, and others as time permits.

Complaint Procedure

- No policies that require immediate closing of a center; summary suspension of a license is an option, which would mean immediate closure unless a stay was obtained; a hearing is required 5 days after suspension is ordered.
- Violations that have been corrected and/or had not occurred previously may receive a warning or reprimand.
- Resource and referral agencies are notified when a center is closed.
- When a complaint is registered against a center, a consultant must investigate after receiving the complaint and take appropriate action; for abuse/neglect, mandated response time is within 7 days for Division of Child Development staff; Department of Social Services must respond within 3 days for abuse/neglect in a child care setting.

Staff Qualifications

- No state recommended salary schedule for center staff.
- A child care administrator must be at least 21 years old and have at least an NC Early Childhood Administration Credential or its equivalent. May be hired before completing Credential requirements, but must begin work on it within 6 months of assuming administrative duties and finish course work within 2 years.
- Lead teachers must be at least 18 years old and have at least an NC Early Childhood Credential or its equivalent. May be hired before completing Credential requirements. They must be enrolled in an approved credentialling program within 6 months of being employed and complete the credential within 18 months of enrolling in course work.
- For school age care, the program coordinator must be at least 18 and have a HS diploma or its equivalent, must complete 2 credit hours in child and youth development and 2 credit hours in school age programming, must enroll within 6 mos of hire and complete within 18 mos of enrolling; all other staff must be 18, high school diploma and complete 7 clock hours of schoolage program training.

- All programs must comply with ADA in staff hiring. State provides technical assistance, but does not monitor.
- NC has a statewide initiative - T.E.A.C.H., to improve educational opportunities for child care providers; participants receive scholarships to earn a NC Early Childhood Credential, an AAS or BA in early childhood education, or can become an Early Childhood Model/Mentor Teacher.
- Staff requirements: centers licensed for 200 or more children, administrators must be on site for 40 hours per week; a lead teacher is responsible for one group of children at a time and must be with this group for at least 2/3 of the total daily hours of operation.

Staff Prescreening

- Center staff required to have either TB skin test or chest x-ray initially; initial medical examination required and annual health questionnaire must be completed; no recent change in TB screening policy; fingerprinting check through SBI (FBI if in NC less than 5 years) also required.
- If a person has lived in North Carolina for less than five years, then state does go outside of state lines for criminal records checks.
- Crimes that prohibit employment: violent crimes, multiple drug convictions, crimes against children and ongoing pattern of convictions.
- Not required - check of DSS central registry, AIDS test, Hib and measles immunizations, or drug and alcohol test.
- No one convicted of child abuse or neglect or moral turpitude may work in child care.
- No written references required for center staff.
- Temporary substitutes at a minimum must be 16 years old and literate. If 16 and 17, must work under direct supervision of a qualified teacher who is at least 21 years old; substitutes/volunteers counted in staff/child ratios must meet health requirements, those not counted in ratios must still have TB test and complete health questionnaire.

Staff Training

- Preservice education and/or experience required for center directors and lead/head teachers; no requirements for the dietician, kitchen staff, assistant teachers, or teacher aids.
- Annual in-service training required for center staff who have contact with the children; number of hours of training depends on education/experience of staff person.
- No special training for infant care, care of children with disabilities, sick child care, and drop in care.
- No on-line training accepted for in-service training requirements at this time. A model project is underway and will be evaluated to determine appropriateness.

Child Documentation Policy

- Enrolled children must have a complete application with identifying and emergency medical information.
- No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy

- Enrolled children must be immunized, including Hib immunization; exemptions for religious beliefs.

Discipline Policy

-Corporal punishment is not allowed. Exception: church operated/religious sponsored facilities may spank children with parents permission when spanking is deemed part of religious beliefs of church/denomination. Center must have written discipline policy.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of asbestos, lead or radon unless the child care consultant or the environmental health specialist has cause to suspect the presence of lead.

-The lead inspection is done by the state; no funds for remediation and no funds for asbestos or radon.

Medication Policy

-Regulations contain specific rules if centers choose to administer any type of medication or other health care procedures.

National Life Safety Fire Code Policy

-Has not been adopted.

Playground Policy

-Regulations contain specific standards for playground safety. NC developed its own standards using CPSC 's Handbook for Public Playground Safety as a guide.

-Regulations prohibit use of trampolines in child care centers.

Regulatory Process Subcontracting Policy

-NC does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-Smoking is prohibited in the food preparation areas, on the playground, and in any part of the center accessible to children.

Swimming Pool Policy

-When children participate in swimming or other aquatic activities, a person who has a current life guard training certificate, issued by the Red Cross or other training determined by the Division to be equivalent to the Red Cross training, appropriate for both the type of body of water and type of aquatic activities shall be present to supervise the children in or near the water and shall not be counted in the staff/child ratio. One person with a life guard training certificate is required for each group of 25 or fewer children.

-Child/staff ratio as stated herein previously remains the same.

-Any swimming pool which is located on the child care facility premises shall be enclosed by a fence and shall be separated from the remaining outdoor play area by that fence.

-Swimming pool safety rules shall be posted near the swimming pool.

-All swimming pools used by children shall meet the "Rules Governing Public Swimming Pools."

Transportation

-Vehicles must meet state safety inspection standards; driver must have license for type of vehicle being driven; staff/child ratio must be maintained; appropriate child restraints must be used; restraints required for children under 2, even if vehicle is exempt by federal law from having such restraints.
-Children may not sit in the front seat if there is an operational airbag.

Drop-In Child Care

-If a licensed center accepts children on a drop-in basis, there are regulations for these children. Law exempts drop-in care if parents are on the premises or easily accessible and involved in non-employee related purposes; center must post a sign informing parents the center is not regulated by the state.

Infant Care Programs

-Separate regulations for centers providing care to infants on, nutrition, ratios, activities, staff interactions, and equipment.
-There are centers that provide care to "infants only," defined as under age 3.
-The number of "infant only" centers in the state is unknown.

Overnight Care

-Special regulations include some building code requirements, such as lighted exit signs, and some variances regarding activities and mealtimes. Also must have beds or cots with 4" mattresses.
-Exact number of centers providing overnight care unknown.

Programs for Children with Disabilities

-Division of Mental Health, Developmental Disabilities and Substance Abuse Services certifies programs for developmentally disabled children.
-Centers must comply with ADA in providing services to children. State provides technical assistance, but does not monitor.

School Age Programs

-Within the child care rules, there is a section on school age care. This section addresses staff qualifications, activities, in-service training, health and safety issues and supervision.

Sick Child Care Programs

-Rules require a center must apply for an exemption to care for sick children and agency reviews centers plans and they must follow specific regulations including staffing and infection control issues.

Subsidized Programs/Tiered Reimbursement Rates

-Any licensed center may provide subsidized care if selected by parent.
-Tiered Reimbursement Program in place to accommodate the 5 different licensing levels (1-5 stars). One star is mandatory, 2-5 are voluntary. Centers can receive higher rates for more stars. Centers receive the Star market rate or their private pay rate, whichever is less. Stars are based on compliance, education and program standards.

Surveillance Camera Policy

-Regulations do not address nor prohibit use of surveillance cameras.

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Child Abuse and Neglect
-Contact June Locklear at the Division of Child Development: (919) 662-4527.

Parental Contacts
-Information on monitoring or inspections of licensed child care facilities is available to parents via the Internet at: www.ncchildcare.net.

Local Contact
-No local contact offices; consultants work out of their homes.

New or Pending Legislation
-Rulemaking is in process for programs serving mildly or moderately ill children with a proposed effective date of April, 2003.

NORTH DAKOTA (ND)

Information
Supplied by: Corinne Bennett
Children and Family Services
Department of Human Services
State Capitol Building
Bismarck, ND 58505-0250
PHONE: (701) 328-4809
FAX: (701) 328-3538
E-mail: sobene@state.nd.us

Number and Definition of Regulated Programs

- 131 licensed centers. Religiously affiliated centers are included in this number; nursery schools and prekindergartens are not.
- No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are present.
- Licensor to center ratio: no information available.

Requirements

- License required; preapproval inspection is required.
- Option for one or two year license; same number of visits occur.
- License fee ($20-$50 for 1 year; $35-$95 for 2 years) are used for salaries of licensing staff, fringes, mileage, training of licensing staff and providers.
- No orientation required prior to licensure of a center.
- Fire safety, Building Code and Health and Sanitation inspections required annually.
- General liability insurance required for centers and preschools only; professional liability insurance not required.
- Physical security of child care centers (such as a card access system) is not addressed by State.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: up to 24 months - 1:4; 2 year olds - 1:5; 3 year olds - 1:7; 4 year olds - 1:10; 5 year olds - 1:12; 6-12 year olds - 1:18.
- Naptime staff/child ratios: same as above; no change.
- Group size delineations: exist and are found in center and school age rules.
- Staff member who meets current certification requirements in basic CPR and first aid is required to be on duty at all times when children are receiving care.
- Regulations do not allow care for mildly ill children in child care centers.
- State provides Consumer Product Safety Commission data on banned children's equipment to Regional Regulatory Staff who provide it to licensors.
- Regulations require centers to notify licensing on the death of a child, a missing child or a child's injury that requires medical care; in case of death, licensor conducts visit to determine any rule violations; all reports are kept to track patterns and to ensure appropriate follow-up.

Unannounced Inspection Policy

- All facilities receive unannounced visits.

Complaint Procedure

- -Rules requires immediate correction orders (within 24 hours); depends on the circumstances; otherwise center has 24 hours to 60 days to come into compliance depending on the violation.
- -Resource and referral agencies notified when a center is closed; upon revocation of a license, the information is public.
- -Abuse and Neglect reports handled by Protective Services; Rule Violations are handled by licensing staff; on site visits occur.

Staff Qualifications

- -No state recommended salary schedule for center staff.
- -Child care worker must be at least 14 years of age; parental consent required between 14-16; no person under age 18 can be left to care for the children without adult supervision.
- -With regard to staff hiring, centers are provided with information about compliance with ADA.

Staff Prescreening

- -Center staff required to be prescreened by child abuse and sexual offender clearance; fingerprinting is optional; TB screening is required.
- -Crimes that prohibit employment: homicide, assaults, threats, coercion, kidnapping, all sexual offender crimes (including crimes related to prostitution), robbery, burglary if class B Felony.
- -Not required - criminal background check, chest x-ray, medical examination, AIDS test, drug and alcohol tests; self-certification form is used; also measles & Hib immunization.
- -Conditional hiring is not allowed.
- -No written references required.
- -Backup staff have background checks for abuse and neglect and sexual offender registration; also must be trained to center operations.
- -ND DHS may not issue a license for child care to any person who has a Child Abuse/Neglect Services Determination required.

Staff Training

- -Preservice education and/or experience required for center directors, lead/head teachers, and assistant teachers - must meet minimum standards; no requirements for teacher aides, or the dietician and kitchen staff.
- -13 hours annual in-service training required.
- -No special training required for the care of infants, of children with disabilities or sick child care. (WestEd Infant/Toddler training is available statewide.)
- -On-line training is accepted for in-service requirements depending on the topic and number of hours. CPR on-line training is not accepted.

Child Documentation Policy

- -Child health forms, child immunization forms, and a child information form are provided by parents to provider.
- -No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

- -Enrolled children are required to be immunized, including Hib.

Discipline Policy

- Children must not be subjected to physical harm or humiliation. No child may be punched, spanked, shaken, pinched, bitten, roughly handled, or struck by caregiver or any other adult in the center.
- Discipline must be constructive or educational in nature and may include diversion, separation from problem situation, talk with child about the situation, praise for appropriate behavior, and gentle physical restraint such as holding.
- Verbal abuse or derogatory remarks about the child, the child's family, race, religion, or profane, threatening, or abusive language may not be used when addressing children or in the presence of children.
- Separation, when used as a discipline, must be brief and appropriate to the child's age and circumstances, and the young child must be in a safe, lighted, well-ventilated room within hearing of an adult.
- No child may be physically punished for lapses in toilet training.
- Deprivation of meals may not be used as a form of discipline or punishment.

Emergency Medical Consent Policy

- Written consent required, but form does not have to be notarized.

Environmental Policy

- Facilities are required to be tested for the presence of lead as a condition of licensure, but not asbestos or radon.
- There is no state financial assistance for the inspection or remediation in child care facilities for lead, asbestos or radon.

Medication Policy

- Regulations do not prohibit centers from dispensing over-the-counter or prescribed medications.

National Life Safety Code Policy

- Is used for fire code inspections.

Playground Policy

- Regulations do not prohibit use of trampolines in child care centers.
- No other information available on playground rules.

Regulatory Process Subcontracting Policy

- ND does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

- A "smoke free" facility is required.

Swimming Pool Policy

- All swimming pools must be approved by Department of Health and Consolidated Laboratories, Division of Water Supply and Pollution Control.
- Operational practices for staff governed by that agency.
- Center child/staff ratio not affected.

Transportation Policy

- Center operator shall establish a written policy governing the transportation of children to and from the child care center, if the center provides transportation. Such a policy shall specify who is to provide transportation

and how parental permission is to be obtained for special field trips and related activities which occur outside the child care center.
-When center provides transportation, parents shall be informed of any insurance coverage on vehicles.
-All vehicles must meet state operational requirements.

Drop-In Child Care
-"Drop-in" child care is not regulated.

Infant Care Programs
-Special additional regulations.
-"Infant only" centers exist, but no information available on the number.

Overnight Care Programs
-Special additional regulations.
-Some centers provide overnight care, but no information available on the number.

Programs for Children with Disabilities
-Special additional regulations.
-Centers provided with information regarding compliance with ADA.

School Age Care Programs
-Special regulations for before and after school programs exist.

Sick Child Care Programs
-No regulations for the care of sick children.

Subsidized Programs/Tiered Reimbursement Rates
-AFDC/Transitional/Protection Service, and Crossroad - child care for adolescent parents to continue their education.
-Child Care Assistance Program (CCDBG); also Prime Time (for families at risk).
-No Tiered Reimbursement program in effect at this time.

Surveillance Camera Policy
-Regulations do not address surveillance cameras.

Reporting Child Abuse and Neglect
-Call the local county social service office.

Parental Contacts
-No information available on monitoring or inspections on licensed facilities via the Internet.

Local Contacts
-Contact county social services for licensing issues.

New or Pending Legislation
-None.

OHIO (OH) +

Information
Supplied by: Carol Ann Ankrom, Chief
Child Care Licensing Section
Department of Job and Family Services
255 East Main Street, 3rd floor
Columbus, OH 43215
PHONE: (614) 466-3822
FAX: (614) 728-6803

Number and Definition of Regulated Programs

- -**3,499** licensed centers.
- -Parttime preschools and preschools are licensed the same as full day programs; some school-operated programs are regulated by ODE, when owned and operated by that entity.
- -Number of licensed centers include parttime preschools, prekindergartens and church affiliated centers.
- -No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- -Licensor to center ratio: 1:75.

Requirements

- -License required; preapproval inspection required.
- -Licenses are renewed every two years; initial fee is $100, renewal fee is $50; goes to state's general treasury fund.
- -No orientation required by state prior to licensure of a center.
- -Fire safety inspection required annually; building code inspection required once initially; health (food service license) required annually.
- -General and/or professional liability insurance is not addressed by the state.
- -Physical security of the child care center (such as a card access system) is not currently addressed by the State.
- -Centers must post inspection reports.

Regulations

- -Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft.
- -Staff/child ratios: infants - 1:5 & 1:6; toddlers - 1:7 & 1:8; preschool - 1:12 & 1:14; school age - 1:18 & 1:20; mixed age - age of youngest child determines the staff ratio of the group.
- -Naptime staff/child ratios: ratios and group size may be doubled for no more than 1.5 hours during naptime.
- -Group size delineations: group size limit is twice ratios; children are assigned in groups to specific caregivers who are responsible for their safety and care. Groups must have a physical home base, but may move throughout the center during the day.
- -Regulations do not allow for care of mildly ill children in centers.
- -State provides Consumer Product Safety Commission data on banned children's equipment to all licensing specialists for use and to share during monitoring visits.

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-Regulations require centers to report to licensing the death of a child, a missing child, a child's injury that requires medial care through the "Incident/Injury Report" system. Licensing maintains a data base in collaboration with the OH Department of Health.

Unannounced Inspection Policy

-At least one of two mandated monitoring visits must be unannounced; both may be; one inspection per year for part time centers.

Complaint Procedure

-No policies that require immediate closing of a child care center.
-No policies that require only a warning; a reasonable period of time given for a center to come into compliance.
-Resource and referral agencies are notified of center closing by staff contact.
-Complaints against a center are prioritized and investigated.

Staff Qualifications

-Minimum age requirement for working in a center is 18, unless student is in vocational child care program.
-Substitutes must meet all requirements of staff members.
-No information available regarding ADA in staff hiring.

Staff Prescreening

-Each staff member required to sign a statement that he/she has not been convicted of or pleaded guilty to child abuse or other crimes of violence; fingerprinting, criminal records background check, TB skin test, measles immunization, and medical examination required; no recent change in TB screening policy.
-For persons that have lived in Ohio for less than 5 years, Ohio does go outside of state lines for criminal background checks and child abuse and neglect checks.
-Crimes that prohibit employment: statute specifies over 30 offenses, generally crimes of violence, sexual offenses, abuse and drug offenses.
-Not required - HIB immunization. (Proposed rules would include this for those affected by federal requirements.)
-Law does address conditional hiring in day care with a records check.
-3 written references required from individuals not related to the potential employee.

Staff Training

-Preservice education and experience required for center administrators; high school diploma, GED, or Vo-Tech training course required for all other child care center staff.
-Each child care center staff member must obtain 15 hours of in-service training annually until a total of 45 hours of training have been completed unless the staff member shows evidence of completion of an associates degree or higher in CD or ECE from a college or university, or a CDA Credential.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-First aid training required as a part of the in-service training.
-ODJFS currently offering additional training in ECD topics to licensed centers.
-On-line training accepted for up to 10 hours in child development areas. Does not accept on-line training for CPR.

Child Documentation Policy

-Center must have on each enrolled child: emergency medical information, record of immunizations, emergency contact information, record of physical exam, health history, disease history, chronic or special health needs, list of allergies.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Children must have up-to-date immunizations or be in process in order to be enrolled; including HIB immunization.

Discipline Policy

-Corporal punishment is not permitted; positive behavior management techniques must be used. Departmental in-service training for center staff is available.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Medication Policy

-Regulations have stipulations for dispensing over-the-counter and prescription medications including parental authorization, documentation and physician's written instructions.

National Life Safety Fire Code Policy

-Not adopted for child care. Annual fire inspections and approval required.

Playground Policy

-Regulations have specific rules for playground safety and the CPSC Handbook for Playground Safety is used as a resource.
-Regulations do not prohibit use of trampolines in child care centers.

Regulatory Process Subcontracting Policy

-OH does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-Smoking is not permitted in child care centers.

Swimming Pool Policy

-Center requires written permission from parent or guardian before child can participate in water activities in water two or more feet in depth; permission includes child's name, whether child is swimmer or nonswimmer, and if child is granted permission to participate.
-Bodies of water two or more feet in depth will be made unaccessible to children if adult supervision unavailable.
-Child/staff ratio must meet the state's regulations; lifeguards at the pool cannot be counted.

-Someone with Red Cross lifesaving training is needed; may be a pool employee instead of center employees.

Transportation Policy

-Regulations regarding the transportation of children exist; a staff person trained in first aid must be present.

Drop-In Child Care

-"Drop-in" child care is regulated.

Infant Care Programs

-Regulations regarding daily program, caregivers, hygiene and diapering, feeding and crib arrangement.

-"Infant only" centers provide care to infants from birth to 18 months.

-Of the 3,465 centers, 1,150 serve infants; no information available on the number of "infant only" centers.

Overnight Care Programs

-Same licensing regulations for overnight care.

-Some centers do provide overnight care, though the exact number is not available; only a few do 2nd shift (3-11 pm); fewer do 3rd shift (11 pm-7 am).

Programs for Children with Disabilities

-A center providing care for a child with a disability or who requires treatment for health conditions shall do so in accordance with a written medical/physical care plan for the care of the child. This plan must be approved by both the child care staff member with primary responsibility for the child and parent, as well as the center administrator.

School Age Care Programs

-Separate rules of school age programs adopted in 1992.

-School age programs provide care for children aged kindergarten and above.

Sick Child Care Programs

-Hospitals are exempt from licensure if they provide child care for ill children. OH is currently exploring sick child care regulations.

Subsidized Programs/Tiered Reimbursement Rates

-Contact Bureau of Child Care, ODJFS, 225 Main St. 3rd floor, Columbus, OH 43215; (614) 466-1043.

-No Tiered Reimbursement program in place, however, OH is currently developing a new initiative involving tiered reimbursement based on quality indicators for budget period 2001-2003. This has emerged out of Directors office as a result of community forum meetings throughout the state.

Surveillance Camera Policy

-Regulations do not prohibit use of surveillance cameras.

Reporting Child Abuse and Neglect

-Cases of child abuse and neglect are handled by Children Services Boards or County Human Services Departments located in 88 counties around the state; each county has its own agency for handling complaints; a phone call to one of the five district offices will lead to an appropriate referral.

Parental Contacts

-Information available via the Internet on monitoring or inspections of licensed facilities at the Child Care Website: www.state.OH.US/ODHS/cdc.

Local Contacts

-The state has regional districts around the state (Columbus, Cleveland, Canton, Cincinnati and Toledo).

New or Pending Legislation

-OH is currently involved in rule revision activities to be completed by April, 2003. Center Rules and School Age Care Rules will be combined into one set. Total number decreased from 101 to 43 rules.

+ Information not reverified by the State.

OKLAHOMA (OK)

Information
Supplied by: Susan Case
Division of Child Care
Department of Human Services
P.O. Box 25352
Oklahoma City, OK 73125
PHONE: (405) 522-1511
FAX: (405) 522-2564

Number and Definition of Regulated Programs

- 1,974 licensed centers.
- Prekindergartens not included in the number of licensed centers; religiously affiliated centers and nursery schools are included.
- For program operating 15 or less hours a week, licensure is not required.
- No regulations for child care facilities in health clubs, spas, bowling alleys etc. while parents are on the premises.
- Licensor to center ratio: 1:18 centers only; 1:56 mix of centers and family child care homes.

Requirements

- License required; minimum of 3 monitoring visits required prior to licensure.
- Licenses are non-expiring as of 11-01-01; no fee.
- No orientation required prior to licensure of a center.
- Separate inspections are required by Fire and Health (Food Service and Sanitation) Depts; building code inspections only if city codes require it.
- General or professional liability insurance not required; only transportation medical and liability insurance required.
- Physical security of the child care center, such as a card access system, is not required; however do require written procedure for receiving and releasing children from the center including a method of verifying the identity of a caller or person picking up a child.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.; play space only is counted.
- Staff/child ratios and group size delineations:
  - Infants (0 through 9 months) - 1:4; maximum group size - 8.
  - Toddlers (10 through 23 months) - 1:6; maximum group size - 12.
  - 2 year olds - 1:8; maximum group size - 16.
  - 3 year olds - 1:12; maximum group size - 24.
  - 4 and 5 year olds - 1:15; maximum group size - 30.
  - 6 year olds and over - 1:20; maximum group size - 40.

OR

- 0 - 35 months - 1:6 (No more than two under 10 months per staff)
- 0 - school-age - 1:8 (No more than two under 2 years per staff)
- 2 - school-age - 1:12 (No more than four 2 year olds per staff)
- 3 - school-age - 1:15 (No more than six 3 year olds per staff)
- 4 - school-age - 1:18 (No more than eight 4 year olds per staff)

-Naptime staff/child ratios: no change for infants, toddlers and twos; for 3-5 year olds - when preschool children are resting quietly, at least one staff person shall be within vision and hearing of children and other staff required to meet staff/child ratios shall remain in the building.
-There must be staff on the premises with pediatric first aid, including rescue breathing and first aid for choking.
-Regulations allow for the care of mildly ill children in child care centers.
-State does not provide Consumer Product Safety Commission data on banned children's equipment at this time.
-Regulations require centers to notify licensing on the death of a child, a missing child or a child's injury that requires medical care; information used to determine appropriate prevention measure and response of staff.

Unannounced Inspection Policy

-There are a minimum of 3 unannounced monitoring visits each year.

Complaint Procedure

-An emergency order through licensing policies or injunction through the District Attorney may be obtained if children at risk.
-Non-compliance is documented and centers are informed if non-compliance is jeopardizing their license.
-Length of time center has to come into compliance depends on the seriousness of the violation - anywhere from one day to one year.
-Resource and referral agencies are notified of all case closures.
-Complaints registered against a center are investigated; parents who request a follow-up are recontacted after the investigation is completed.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement: director, 21 years; lead teacher, 19 years; teacher, 18 years; assistant teacher, 16 years.
-Compliance with ADA in staff hiring is reinforced through contracts for services that prohibit discrimination.

Staff Prescreening

-Criminal records background checks on new staff required.
-Employees that have resided in the state of Oklahoma for less than one year must have criminal records from their previous state of residence obtained on them.
-Crimes that prohibit employment: violence against a person, child abuse or neglect, possession, sale or distribution of illegal drugs, sexual misconduct and gross irresponsibility or disregard for the safety of others.
-Child abuse clearance required for owners only.
-Not required - fingerprinting, medical examination, AIDS test, Hib and measles immunizations, drug & alcohol tests.
-3 references other than relatives required on the director.
-3 references must be obtained by the director on all staff, including previous employers prior to employment.
-Permanent substitute staff must meet all requirements.

Staff Training

-All staff must receive detailed orientation within one week of employment; 5 options exist involving education and experience required for directors of centers licensed for less than 60; 8 options exist for directors of centers

licensed for 60 or more; teachers must be High School graduates; no preservice education and/or experience requirements for the dietician/ kitchen staff.
-12 hours annual training required for teachers; 20 hours annual training for directors.
-No special training is required for infant care, care of children with disabilities, sick child care, or drop in care.
-On-line training is considered as "self-directed" and limited to 6 hours per year for in-service requirements. If the on-line training is interactive it may count as formal training. CPR on-line training is not accepted.

Child Documentation Policy
-Required health records and attendance records for all children.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children are required to be immunized, including Hib, varicella (chicken pox) and Hepatitis A immunizations.

Discipline Policy
-Corporal punishment is one of ten prohibited activities.

Emergency Medical Consent Policy
-Only permission authorizing center to transport child to emergency medical care is required and does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Medication Policy
-Requirements contain specific rules: parental written permission; medication is supplied by parent in original container, labeled with child's full name and dosage instructions; maintain written dosage records; all medications are not accessible to children and stored in a manner which prevents contamination of food.

National Life Safety Fire Code Policy
-Has been adopted; local building codes enforced; when no local exists, state-adopted code is enforced.

Playground Policy
-Regulations contain standards for playground safety, used CPSC's Public Playground Safety as a resource.
-Regulations prohibit use of trampolines in child care facilities.

Regulatory Process Subcontracting Policy
-OK does not subcontract any or all of the child care center regulatory process to a public or private organization/agency.

Smoking Policy

-Tobacco products are prohibited in child care facilities.

Swimming Pool Policy

- Swimming pools must meet requirements for public bathing places.
- Child/staff ratio affected: under 2 - 1:1; 2 years of age - 1:2; 3 years of age - 1:6; 4-5 years of age - 1:7; six years of age and over - 1:10.
- Staff required to have certified lifeguarding training or there must be a certified lifeguard.
- Prohibited swimming and boating in lake or pond, use of saunas, spas or hot tubs, and portable wading pools.

Transportation Policy

-Detailed regulations for the transportation of children, including mandatory passenger restraints and appropriate insurance.

Drop-In Child Care

- Separate regulations for "drop-in" child care exist. "Drop-in" care is defined as a child care program that provides care for children on a drop-in basis, where no child is in attendance for more than six hours a day for a minimum of 24 hours a week.
- Drop-in requirements are an appendix to the Child Care Centers Requirements.

Infant Care Programs

- No separate regulations for centers which serve infants, but there is a section that addresses infant/toddler care, including rest arrangements, feeding, diaper changing, toilet learning and program.
- No centers provide care to "infants only."

Overnight Care Programs

- Special regulations include: compliance with child/staff ratio; all staff must be awake at all times; emergency lighting devices must be installed throughout centers; sleeping accommodations restricted to ground floor areas; breakfast must be available to children who spent the night; cots with pad, pillow and necessary bedding provided; provisions made for bathing and brushing of teeth; centers will not keep children for more than 24 continuous hours; centers providing overnight care must meet state-adopted building codes.
- Approximately 2% of centers provide overnight care.

Programs for Children with Disabilities

- There is a section in center requirements that addresses care of children with disabilities.
- Compliance with ADA in providing services to children is reinforced through contracts for services that prohibit discrimination.

School Age Care Programs

- Separate regulations for programs only serving school-age children; required for programs operating more than 15 hours per week and summer day camps.
- Current center requirements have a section on school-age care as well as differential equipment, supervision and meal service requirements.

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Sick Child Care Programs
-Addendum to requirements establishing rules for two levels of programs serving sick children.

Subsidized Programs/Tiered Reimbursement Rates
-Contact Susan Hall, Family Support, Dept. of Human Services, (405) 521-3931.
-Tiered reimbursement program with 4 levels of reimbursement under the "STARS" program. One-star (licensed, meeting minimum requirements), One-star plus, Two-star and Three-star (must be accredited).

Surveillance Camera Policy
-Not addressed in regulations. Would be an option of the facility.

Reporting Child Abuse and Neglect
-Report to local county offices or to statewide hotline (800) 522-3511.
-Post child abuse reporting requirement.

Parental Contacts
-No information available via the Internet on monitoring or inspection in licensed facilities.

Local Contacts
-128 staff (includes 21 supervisors, 112 licensing representatives), located in 50 of the 77 counties in the state.

New or Pending Legislation
-None.

OREGON (OR)

Information
Supplied by: Linda Stern, Legal & Compliance Manager
Child Care Division
Employment Department
875 Union Street, NE
Salem, OR 97311
PHONE: (503) 947-1400
FAX: (503) 947-1428

Number and Definition of Regulated Programs

-**1,013** licensed centers.
-Centers have 13 or more children; preschools (4 hours per day or less) are not licensed; number of licensed centers includes religiously affiliated, not nursery schools & prekindergartens.
-Regulations exist for child care facilities in health clubs, spas, bowling alleys, etc. while parents are present.
-Licensor to center ratio: approximately 1:60 licensors also have certified family child care homes on caseload for a total ratio of 1:75.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; fee is $2/slot and one time initial fee of $100.
-No orientation required prior to licensure of a center. However, OR encourages attendance of a 3 hour orientation on rules and procedures for licensing and community resources.
-Fire safety and sanitation inspections required annually; building code inspection required initially and if building is remodeled.
-General and/or professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft., for at least 1/3 the capacity; school age programs shall have a minimum of 50 sq. ft. of indoor activity area per child or may have a minimum of 35 sq. ft. of indoor activity area if: (a) children in care have access to a larger gross motor area, either indoor or outdoor, or (b) center has a plan, approved by CCD, which addresses how the gross motor needs will be met.
-Staff/child ratios for centers opening after 7-15-01: 6 weeks through 23 months - 1:4; 24 through 35 months - 1:5; 36 months to attending kindergarten - 1:10; attending kindergarten and older - 1:15;
-for centers existing on 7-15-01, either the new ratio above or the previous ratio of 6 weeks to under 30 months - 1:4; 30 months to attending kindergarten - 1:10 attending kindergarten and older - 1:15; for either ratio, if ages are mixed, staff to the youngest child.
-Naptime staff/child ratios: when all toddler, preschool and school-age children are at rest, the situation permits and the room is arranged so all children are supervised, there may be one teacher or Aide II supervising the resting room.

As children awaken and become active, additional staff shall be added to return to ratios above. Sufficient staff to meet required ratios shall be in the facility and able to be summoned by caregiver without leaving the resting room.

-Group size delineations for centers opening after 7-15-01: 6 weeks through 23 months - maximum group size of 8; 24 months through 35 months - group size of 10; 36 months to attending kindergarten - group size of 20; attending kindergarten and older - group size of 30.

-Group size delineations for centers existing on 7-15-01: either the new group size above or previous group size; 6 weeks to under 30 months - group size 8; 30 months to attending kindergarten - group size of 20; attending kindergarten and older - group size of 30.

-One person required on premises at all times with current CPR and first aid. All staff who function as teachers and count in child/staff ratios must complete first aid and CPR training within 90 days of employment.

-Regulations do permit care of mildly ill children in child care centers.

-State shares with licensing staff Consumer Product Safety Commission data on banned children's equipment. Licensing staff may share with facilities as part of technical assistance.

-Regulations require centers to report to licensing agency the death of a child, or a child's injury that requires medical care. Statistical data kept for federal reporting purposes.

Unannounced Inspection Policy

-An attempt is made to make at least one unannounced monitoring visit per year.

Complaint Procedure

-Center can be closed immediately by suspension if children are in danger.

-Operators get a warning of any pending legal action, except suspension; receive a warning unless children are endangered.

-Centers have maximum of 6 months to come into compliance under a temporary certificate.

-Resource and referral's notified by telephone if center is closed.

-Regulatory complaints are handled by the center's certifier.

Staff Qualifications

-No state recommended salary schedule.

-Minimum age requirement for Director is 21; Head Teacher/Teacher is 18; Teacher Aide II is 18; Teacher Aide I is 15.

-Basic EEOC laws apply.

Staff Prescreening

-Staff required to be prescreened by child abuse clearance and criminal records background check.

-Some criminal records checks go outside of state lines; individuals who want to work in child care must be enrolled in the Criminal History Registry after being cleared through criminal and child abuse checks.

-Crimes that prohibit employment: murder, assault, kidnapping, sexual offenses, child neglect and other crimes of a serious nature.

-Fingerprinting may be required under certain circumstances.

-Not required - TB skin test, chest x-ray, medical exams, AIDS, Hib and measles immunizations, drug and alcohol tests; no recent change in TB screening policy.

-Conditional hiring allowed if no state criminal record, but FBI check pending because of residency requirement.

-Criminal record checks must be done for temporary substitute if he/she has or may have unsupervised contact with the children.

Staff Training

-Center directors required to have 1 year experience or training in management and supervision of adults and knowledge of child development for the primary ages served in the center or one of the above and a plan, approved by the Division, for how the missing component will be addressed; head teacher required to have 2 years experience, at a minimum, or have training/education in ECE or child development; teachers required to have 1 year experience, at a minimum or have training/education in ECE or child development; Teacher Aide II must have worked at least 6 months at the center where they are now employed; Teacher Aide I no requirements except for age.

-15 clock hours annual training (of which 8 must be ECE/child development) for director, head teacher and all teachers.

-No special training for infant care, care of children with disabilities, sick child care, or drop in care.

-On-line training, correspondence courses, conferences, workshops or audiovisual programs are accepted for in-service training requirement. CPR on-line training is not accepted.

Child Documentation Policy

-Certain records must be maintained for each enrolled child.

-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children are required to be immunized, including Hib immunization.

Discipline Policy

-Corporal punishment prohibited.

Emergency Medical Consent Policy

-Written consent is required, but it does not have to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure; however, they must be approved by State Health Division and State/Local Fire Marshal.

-There is no state financial assistance for the inspection or remediation in child care facilities for asbestos, lead or radon.

Medication Policy

-Regulations exist for centers administering over the counter or prescription medications only; includes issues of storage, authorization and recordkeeping.

National Life Safety Fire Code

-Uniform Fire Code and Uniform Building Codes issues are handled by state or local fire officials and local building departments. Operators must get required approvals.

Playground Policy

-Regulations exist for playground safety; equipment must provide age appropriate

activities for gross motor development; be safe, durable, and in good repair. Outside area must be clean, free of hazards and suitably surfaced.
-Regulations do not prohibit trampolines in child care centers, but handled as a possible safety hazard.

Regulatory Process Subcontracting Policy

-OR does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-No person shall smoke or use smokeless tobacco in the chid care area during child care hours; no person shall smoke or use smokeless tobacco in motor vehicles while child care children are passengers.

Swimming Pool Policy

-Numerous requirements apply to swimming/water activities provided on the premises of a child care center, or off premises by another organization, public or private, when part of the center's program.
-Swimming pool means a swimming or wading pool licensed by the Oregon Health Division or one of the delegated agents under the requirement of OAR 333-060-006 through 333-060-0225.
-Lifeguard means a person holding current certification and meeting the requirements of OAR 333-060-0015(13).
-General health and safety requirements must be met; proper supervision shall be maintained as specified in OAR 414-300-0380(3) (e),(f) and (g) and 414-330-0380(4) (d);
-Recreational swimming is not allowed for non-swimmers ages 6 weeks to 36 months in swimming pools with water depth 24 inches and over.
-Portable-style wading pools are not permitted.
-On premises pool facilities shall be licensed by the Oregon Health Division or its delegated agent and shall comply with requirements in OAR 333-060-0005 through 333-060-0225.
-Center staff/child ratios shall be maintained at all times children are in the pool area.
-Lifeguard/child ratios shall be maintained at all times children are in the pool area; for children not yet attending kindergarten ratio is 1:20; for children attending kindergarten and older ratio is 1:40; for mixed groups the age of youngest child shall determine the ratio.
-A written plan for pool emergencies shall be available to all staff; the plan shall have procedures for medical emergencies, chemical emergencies and severe weather.
-Safety equipment shall be provided and comply with OAR 333-060-0005 through 060-0225, also, all pools shall have an emergency telephone in the pool area.

Transportation Policy

-Regulations address the transportation of children both on a regular basis and for field trips.

Drop-In Child Care

-"Drop-in" child care must meet almost all the requirements for child care centers; drop-in care is separate from regular child care and attendance cannot exceed 25 hours/week.

Infant Care Programs

-Regulations address infant care. Infants defined as birth - 24 months.

Overnight Care Programs

-During hours of night care, child/staff ratio shall be maintained; there will be at least two staff persons present and awake at all times; no one allowed to enter except authorized persons; center shall provide staff training for evacuating sleeping children in emergencies; emergency lighting in each room used by children.

-Center will provide activities for children according to age and interests; quiet time activities before bed for each child; toys and equipment available for the needs of each child; activity area away from sleeping children for awake children; space must be arranged so children can go to sleep at various times; all sleeping rooms require two usable exits; children spending majority of sleep hours in care shall have crib, cot or mat with bedding; children shall not share beds; beds will have linens, cleaned with new occupants or once a week; children will have individual toiletry items; evening meal and breakfast available to those children in care at that time.

-There are no centers providing overnight care.

Programs for Children with Disabilities

-No separate regulations for caring for children with disabilities; mainstreaming is not required, but discrimination is precluded.

-ADA is advertised by Oregon Disabilities Commission, 1275 Ferry St. SE., Salem, OR 97310; (503) 378-3142.

School Age Care Programs

-School age programs must provide an environment where adults' actions demonstrate respect for children's changing physical, emotional and intellectual needs; children have opportunity to take part in activities which support their need to practice and build skills in problem solving, making responsible choices, cooperation, creativity and appropriate social interactions; children have opportunities to choose from: a) creative expression through arts; b) individual projects including homework; c) exposure to individual and team physical activities; d) opportunities to experience or learn about the tasks of adulthood and e) rest if tired. The center is required to have activities and equipment appropriate for school age children.

-Separate regulations for school age child care do not exist.

Sick Child Care Programs

-Regulations allow child in care who has "mild cold symptoms which do not impair functioning".

Subsidized Programs/Tiered Reimbursement Rates

-Contact Mark Anderson, Adult and Family Services, Human Resources Building, Salem, OR, 97310; (503) 945-6110.

-Special populations - teen parent, A&D, migrant - contact Sonia Svenson, Child Care Division, (503) 947-1243.

-If center is certified by Child Care Division (regulated), center qualifies for higher reimbursement. If center is exempt from regulation but meets registration requirements for family child care homes, center qualifies for higher reimbursement.

Surveillance Camera Policy
-None.

Reporting Child Abuse and Neglect
-Contact the local SCF (formerly CSD) branch offices or any law enforcement agency; for statewide information, call (503) 378-4722.

Parental Contacts
-Currently information is not available via the Internet on monitoring or inspections of licensed facilities.

Local Contacts
-METRO AND WESTERN REGIONS
 -State Office Building, 800 NE Oregon, Rm 305, #34, Portland, OR 97232
  (503) 731-3386
 -Child Care Division, Central Office, 875 Union St., NE, Salem, OR 97311
  (503) 947-1400

-SOUTHERN REGION
 -Eugene Field Office - #310, Employment Department, 2510 Oakmont Way, Eugene,
  OR 97401 (541) 687-7392
 -Medford Field Office - #410, Employment Department, 119 N. Oakdale St.,
  P.O. Box 1068, Medford, OR 97501 (541) 776-6060 ext. 231

-EASTERN REGION
 -John Day Field Office - #921, Employment Department, 725 W. Main Street,
  Suite B, John Day, OR 97845 (541) 575-0744 ext. 24
 -Redmond Field Office - 2158 S.E. College Loop, Suite B, Redmond, OR 97756
  (541) 548-8196 ext. 322
 -Pendleton Field Office, 408 S.E. 7th Street, Pendleton, OR 97801
  (541) 276-9050
 -The Dalles Field Office, 700 Union Street, Suite 105, The Dalles, OR 97058
  (541) 296-5435

New or Pending Legislation
-None.

PENNSYLVANIA (PA)

Information
Supplied by: Jennifer Lau, Chief
Licensing Section
OCYF, Bureau of CDC Services
P.O. Box 2675
Harrisburg, PA 17105-2675
PHONE: (717) 787-8691
FAX: (717) 787-1529

Number and Definition of Regulated Programs

-3,948 certified child care centers.
-Nursery schools are licensed by PA Department of Education, child care provided before and after nursery school hours falls under the jurisdiction of the Department of Welfare child care services; prekindergartens would come under either of these two departments, depending on the services provided, length of program, and ages of children serviced.
-Religiously affiliated centers under the jurisdiction of the child care statute and may be certified.
-No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
-Licensor to center ratio: 1:67.

Requirements

-Certification required; initial inspection, annual inspection and follow-up inspection for areas cited as noncompliant.
-Certifications are renewed annually; no fee.
-No orientation required prior to certification of a center.
-Fire safety and building code inspection required initially and at relocation, construction or modification.
-Comprehensive general liability insurance required; no professional liability insurance required.
-Physical security of the child care center (such as a card access system) is not addressed by the state, but a parent is permitted free access without prior notice, throughout the center, whenever children are in care.

Regulations

-Space requirements per child: 40 sq. ft.; indoor/outdoor play area - 65 sq. ft., except in the following situations: infants - 40 sq. ft., young/older toddler - 50 sq. ft.
-Staff/child ratios: infants 1:4; young toddlers - 1:5; older toddlers - 1:6; preschool - 1:10; young school age - 1:12; older school age - 1:15; mixed age groups - based on the age level of the youngest child in the group.
-Naptime staff/child ratios: for young toddlers - 1:10; for older toddlers - 1:12; for preschoolers - 1:20; no reduced staff/child ratios during napping for infant care.
-Mixed age level: infants and young/old toddlers - 1:4; infant/preschool - 1:4 young toddler/preschool - 1:5; older toddler/preschool - 1:6; preschool/young or older toddler/schoolage - 1:5

-Group size delineations: infants (maximum group size - 8); young toddlers (maximum group size - 10); older toddler (maximum group size - 12); preschool (maximum group size - 20); young school age (maximum group size - 24) and older school age (maximum group size - 30).
-First aid training required for at least one staff on all duty shifts.
-Regulations allow for the care of mildly ill children in child care centers.
-State does not disseminate Consumer Product Safety Commission data on banned children's equipment.
-Regulations require centers to report to licensing the death of a child, a facility fire or a child's injury that requires inpatient hospitalization or emergency room treatment. Information is used to make licensing decision regarding the facility.

Unannounced Inspection Policy
-Random basis, unannounced follow-up visit to verify correction of violations, to investigate a after a complaint allegation, or when a facility demonstrates an inability to maintain regulatory compliance.

Complaint Procedure
-Negative sanctions usually provide the right to operate during appeal; injunctive relief and emergency closure are available in situations where gross violations of the law or regulations have occurred.
-No DPW policies, statue or regulation that requires only a warning. When noncompliance with regulations is cited, the provider has an opportunity to correct.
-Length of time center has to come into compliance varies, depending on the violation; generally the established timeframe is 30 or fewer days.
-Resource and referral agencies are notified when a subsidized center is closed; if a facility provides subsidized care, the local Child Care Information System (CCIS) is informed to cease payment and/or referrals to the facility after the appeal process has ended.

Staff Qualifications
-Director: [1] a BA or BS from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children, OR
[2] a BA or BS degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 2 years of experience with children, OR
[3] an AA or AS degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 3 years of experience with children, OR
[4] an AA or AS degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 4 years of experience with children.
-Group Supervisor: [1] a BA or BS from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field, OR
[2] a BA or BS degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services and 1 year of experience with

children. OR
[3] an AA or AS degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and 2 years of experience with children. OR
[4] an AA or AS degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human service field and 3 years of experience with children.

-Assistant Group Supervisor: [1] a high school diploma or GED certificate and 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field. OR
[2] a high school diploma or GED certificate, including 600 or more hours in secondary training described as the CDA or CCP. OR
[3] a high school diploma or GED certificate, 15 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human service field and 1 year of experience with children. OR
[4] a high school diploma or GED certificate and 2 years of experience with children.

-Aide: [1] a high school diploma or GED certificate. OR
[2] minimum of an 8th grade education and enrollment in a training curriculum described as the CDA or CCP (classroom portion of training must be completed and documentation on file). OR
[3] minimum of an 8th grade education and 2 years of experience with children.

-No state recommended salary schedule for center staff.

-Minimum age requirement for staff - 18 years; 16 years, if person is enrolled in a state approved child care training program and the classroom portion of the training has been completed.

-Facilities are required to comply with provisions of ADA in hiring staff.

Staff Prescreening

-Health assessment conducted with 3 months prior to providing initial service in a child care setting and annually thereafter is required.

-Staff required to be prescreened by child abuse clearance, criminal background check, and medical examination including TB test or chest x-ray as ordered by the physician; after 1992 only Mantoux test is permitted.

-Criminal records checks go outside of state lines when the Applicant is not a resident of Pennsylvania.

-Crimes that prohibit employment: felony, child abuse, child neglect, moral turpitude or physical violence, persons named as a perpetrator in an indicated or founded report of child abuse.

-Not required - Hib and measles immunization, fingerprinting, AIDS test, drug and alcohol tests.

-2 written references required from non-relatives.

-30 day conditional hiring is permitted pending child abuse and criminal abuse clearances, but health information must be present on the first day of work with children and at least annually thereafter.

-Substitutes must have a health assessment if in contact with children or working with food, as well as clearances and verified education, experience and references.

Staff Training

-All staff positions require previous education and/or experience.
-6 hour annual in-service training required.
-First aid training required for at least one staff on all duty shifts.
-No special training required for infant care, sick child care, or drop-in care; key staff are required to have training in the care of children with disabilities.
-On-line training is accepted for in-service training requirements if approved by the training contractor. CPR on-line training is not accepted.

Child Documentation Policy

-Enrollment forms and immunizations required.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Immunization according to the American Academy of Pediatrics suggested schedule, including Hib and varicella; state law in the case of immunizations recommended by the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention.

Discipline Policy

-No physical punishment permitted; food can not be withheld from child for purposes of discipline.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, lead or radon.

Medication Policy

-Regulations do not prohibit nor restrict centers from dispensing over the counter or prescription medications nor other medical procedures.

National Life Safety Fire Code Policy

-Has been adopted; child day care regulations require PA Department of Labor and Industry inspection under fire and panic regulations for L&I certificate of compliance. L&I standards follow the NLFS code; cities of Philadelphia, Pittsburgh and Scranton are regulated by the city Departments of License and Inspection whose standards are based on BOCA code.

Playground Policy

-Regulations exist for playground safety.
-Current regulations do not prohibit use of trampolines in child care centers.

Regulatory Process Subcontract Policy

-PA does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-Cigarettes, pipes, or cigars may not be smoked in a child care space, a play space, or a food preparation area when children are in care or when food is being prepared; ashes and cigarette and cigar butts are prohibited in a child care space, a play space or a food preparation area.

Swimming Pool Policy

-Swimming pool shall conform to PA Code; inground pool shall be fenced with locked gate; aboveground and indoor pool which is not in use shall be made inaccessible to children.

-Staff child ratios while children are swimming: infant 1:1; younger or older toddler 1:2; preschool 1:5; young school age 1:6; and older school age 1:8.

-Supervision shall include one person certified in lifeguard training. That person may not be included in staff/child ratio.

-Facility person who is counted in staff/child ratio shall complete water safety instruction annually; staff not required to have Red Cross lifesaving training.

-For wading pools a sanitizing solution shall be added to water; an acceptable sanitizing solution is 3/4 tsp. of bleach added to 50 gallons of water; wading pool shall be emptied daily.

Transportation Policy

-An operator shall notify local traffic safety authorities annually in writing of location of the facility and the program's use of pedestrian and vehicular routes around the day care facility.

-Safe pedestrian crossways, pick-up and drop-off points and bike routes shall be appropriately determined in the vicinity of the facility and communicated to the children and parents in writing.

-Written notification of safe routes shall be posted by the operator at a conspicuous location in child care facility.

-Children shall be picked up and discharged only at locations specific by the facility as safe locations.

Drop-In Child Care

-Separate regulations do not exist for "drop-in" child care.

Infant Care Programs

-There are infant-specific regulations related to meals and feeding.

-No data available on number of "infant only" centers.

Overnight Care Programs

-PA term - "night care" from 7 PM to 7 AM.

-Additional special regulations on staff/child ratios, supervision, napping and sleeping, evening snacks, restraints, evening activities, storage space, rest equipment and bathing.

-No data available on number of centers which provide overnight care.

Programs for Children with Disabilities

-Chapter of regulations on care of children with disabilities applies to all facilities which provide care for a child with special needs.

-Facilities are required to comply with provisions of ADA in providing services to children.

School Age Care Programs
-A section of the current child care regulations provides requirements for a facility in which care is provided exclusively to school age children. Such a facility has to comply at minimum with requirements specific to school age programs (section 3270.241). Any licensed facility may enroll before/after school or summer school age children providing the facility operates in compliance with the text of regulations, 3270.1-3270.210.

Sick Child Care Programs
-No separate regulations; centers allowed to care for mildly ill children.

Subsidized Programs/Tiered Reimbursement Rates
-Available for income eligible families; contact Department of Public Welfare, (717) 787-8691.
-No Tiered Reimbursement Program in place.

Surveillance Camera Policy
-Regulations do not address the use of surveillance cameras.

Reporting Child Abuse and Neglect
-Call (800) 932-0313.

Parental Contacts
-No information available via the Internet on monitoring or inspection of regulated facilities. Information can be obtain from the regional offices.

Local Contacts
-Department of Public Welfare Regional Offices:

-Western Region
701 State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222
(412) 565-5183
(800) 222-2149 (in-state)

-Central Region
P.O. Box 2675
Harrisburg, PA 17105
(717) 772-7078
(800) 222-2117 (in-state)

-Northeast Region
100 Lackwanna Avenue
339 Scranton State Office Bldg.
Scranton, PA 18503
(570) 963-4371
(800) 222-2108 (in-state)

-Southeast Region
502 State Office Bldg.
1400 Spring Garden St.
Philadelphia, PA 19130
(215) 560-2541
(800) 346-2929 (in-state)

New or Pending Legislation
-None.

PUERTO RICO (PR) +

Information
Supplied by:
Maria Rivera Lago, Director
Department of Families
Office of Child Care Licensing
1406 Ponce De Leon Avenue, PDA 20
P.O. Box 11218
San Juan, PR 00910
PHONE: (787) 724-8585
FAX: (787) 724-2520

Number and Definition of Regulated Programs

- -**702** licensed centers.
- -Nursery schools, preschools and religiously affiliated centers are included.
- -No information on regulations in health clubs, spas, bowling alleys, etc.
- -Licensor to center ratio: approximately 37 licensing officials in Puerto Rico.

Requirements

- -License required; preapproval inspection required.
- -Licenses are renewed every 2 years; no fee.
- -Orientation and training required prior to licensure of a center; owner and director must have at least a CDA.
- -Fire inspection and Health Department inspections required annually; building code inspection required (number of times determined by the agency).
- -General liability insurance plus an accident policy on children is required; if transporting children must have a Certificate from Public Commission.
- -Physical security of the child care center is addressed by keeping a photo on file of individuals authorized to pick up children and accompanying permission forms; no other form of security system is addressed.

Regulations

- -Space requirement (determined by the Fire Department) per child: indoor - 35 sq. ft.; outdoor - none, only requirement is to have a play yard.
- -Staff/child ratios: infant - 1:4; toddlers - 1:12; preschool - 1:12; school age 1:12.
- -Naptime staff/child ratios: no change; same as above.
- -Group size delineations: no maximums.
- -Regulations do no allow for care of mildly ill children.
- -No information on use of Consumer Product Safety Commission data on banned children's equipment.
- -No information on requirements to notify licensing on the death of a child, a missing child or a child's injury that requires medical care.

Unannounced Inspection Policy

- -All inspections are unannounced.

Complaints Procedure

- -Policies that require immediate closing of a center exist.
- -Length of time center has to come into compliance depend upon the recommendation

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of the licensing supervisor.
-The different regional offices of the island investigate right away any complaint registered against a center.
-Resource and referral agencies not notified when center is closed.

Staff Qualifications
-No recommended salary schedule for center staff-at least minimum federal salary.
-Child Development Associate (CDA) or 3 years of experience for the director; 3 years experience for lead/head teacher; high school graduate for assistant teachers, teacher aides and dietician. Janitorial and kitchen staff require experience only.
-Minimum age requirement to work in child care center is 18.
-Facilities must comply with ADA for hiring practices.

Staff Prescreening
-Staff required to be prescreened by criminal background check every 6 months; chest x-ray and medical examination required annually; no recent change in TB screening policy; Hib and measles immunization also required.
-Crimes that prohibit employment: no information available.
-Not required: fingerprinting, child abuse clearance, AIDS test, drug and alcohol tests.
-Conditional hiring prior to results of prescreening not allowed.
-No written references required.

Staff Training
-No annual in-service training required.
-No special training required for infant care, care of children with disabilities, sick child care or drop-in care.
-All staff should have training in CPR or be a graduate nurse.
-No on-line training accepted for any of the training requirements.

Child Documentation Policy
-Health certificate, vaccination record, and authorization for medical treatment in case of an accident required for each enrolled child.
-Children are not required to be screened for blood lead level prior to acceptance into a licensed facility.

Child Immunization Policy
-Immunizations required; Hib not required.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Licensed facilities are tested for the presence of lead, asbestos, and radon as a condition of licensure; results are shared with the licensing office and if it is positive and the facility has to be closed by the Health Department, the licensing office receives a certified copy.
-No state financial assistance is available for inspection or remediation of child care facilities for lead, asbestos or radon.

Medication Policy
-Regulations stipulate that centers may dispense prescribed medications only with proper approval and instructions.

National Life Safety Fire Code Policy
-Has been adopted.

Playground Policy
-Regulations have specific rules for playground safety, using the Handbook for Public Playground Safety by CPSC as a guide.
-No information on use of trampolines in centers.

Regulatory Process Subcontract Policy
-No information available.

Smoking Policy
-Smoking is prohibited in child care facilities except in specific designated smoking areas which meet the following conditions: the smoking area must be clearly identified, facility must have an adequate ventilation system to prevent the movement of smoke from the smoking area to the non-smoking areas, when possible smoking areas should be open and well-ventilated and if closed fitted with air purifiers and ventilators, area shall be provided with ash trays and fire extinguishers, area shall be accessible only to the teachers and employees.

Swimming Pool Policy
-Few specific regulations but must have swimming pool area must be fenced.

Transportation Policy
-Transportation under regulation of Public Service Commission; must maintain proper insurance.

Drop-In Child Care
-"Drop-in" care has the same regulations as child care centers.

Infant Care Programs
-Separate regulations for centers serving infants; no "infant only" centers.

Overnight Care Programs
-No special regulations; no overnight programs.

Programs for Children with Disabilities
-Separate regulations for the care of children with disabilities regarding staff education, staff/child ratios, and equipment; facilities must comply with ADA; services cannot be denied to a child with a disability.

School Age Care Programs
-Separate regulations exist; the Education Department regulates school age child care through the "General Education Council".

Sick Child Care Programs
-Centers are not supposed to care for sick children.

Subsidized Programs/Tiered Reimbursement Rates
-Child Care Development Funds available for subsidy.
-No tiered reimbursement program.

Surveillance Camera Policy
-Regulations do not address use of surveillance cameras.

Reporting Child Abuse and Neglect
-Call (787) 749-1333 or 1-800-981-8333.

Parental Contacts
-No information.

Local Contact
-10 regional offices.

New or Pending Legislation
-None.

+ Information not reverified by the State.

RHODE ISLAND (RI)

Information
Supplied by:
JoAnne K. Flodin
Child Development Specialist
Dept. of Children, Youth and Families
101 Friendship Street
Providence, RI 02903
PHONE: (401) 528-3623
FAX: (401) 528-3650

Number and Definition of Regulated Programs

-**436** licensed centers.
-Nursery schools are approved by the Dept. of Education, 255 Westminster St., Providence, RI, 02903-3400; some are also licensed for child care.
-Religiously affiliated centers are licensed.
-No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are present.
-Licensor to center ratio: currently 8 workers responsible for centers and family child care homes.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; no license fee.
-No orientation required prior to licensure of a center.
-Fire safety, building code, and health inspections required annually.
-General liability insurance for personnel, children enrolled and transportation required; no professional liability insurance required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 45 sq. ft. under 3 years; 35 square ft. over 3 years; outdoor - 75 sq. ft.
-Staff/child ratios: infants - 1:4; toddlers - 1:6; 3 year olds - 1:9; 4 year olds - 1:10; 5 year olds - 1:12; school age - 1:13; mixed age groups depends on number/age of youngest child in group.
-Naptime staff/child ratios: allow exception for a period not more than 1 hour at arrival, departure, naptime or special activities.
-Group size delineations: 6 weeks - 18 months (maximum group size - 8); 18 months - 3 years (maximum group size - 12); 3 years (maximum group size - 18); 4 years (maximum group size - 20); and 5 years (maximum group size - 24).
-Must have person trained in CPR/first aid on site at all times.
-Regulations do not allow for care of mildly ill children in centers.
-State does not currently disseminate Consumer Product Safety Commission data on banned children's equipment to centers.
-No information whether State requires centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care.

Unannounced Inspection Policy

-Two unannounced monitoring visits per year; more if a complaint is received.

Complaint Procedure

-If health and/or safety of the children is in jeopardy, center required to close immediately.
-Minor violation of regulations requires warning and plan of correction.
-Center has up to 30 days to come into compliance depending on nature of violation.
-Resource and referral agencies notified when a center is closed.
-Complaints pertaining to violations of regulations registered against a center are investigated by the licensing worker; child abuse complaints investigated by CANTS division of DCYF.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for working in a center is 18.
-No information available regarding ADA in staff hiring.

Staff Prescreening

-Staff required to be prescreened by fingerprinting, child abuse clearance, criminal background check, TB skin test, measles immunization, and medical examination once prior to employment.
-Documentation of rubella immunity required for female staff ages 35 and under.
-Criminal records checks and neglect checks go outside of state lines.
-Crimes that prohibit employment: crimes of a moral or violent nature.
-Not required - chest x-ray, AIDS test, Hib immunization, drug and alcohol tests; no recent change in TB screening policy.
-Conditional hiring prior to results of prescreening is allowed.
-Centers have to have a list of substitutes who have to comply with staff requirements.

Staff Training

-Preservice education and experience required for lead/head teachers, assistant teachers, nurse, and center directors; no requirements for teacher aides, dietician and kitchen staff.
-20 hours annual in-service training required in areas relevant to care of young children and directed toward transferable skills rather than center-specific knowledge.
-Nurse required to have special training for infant care; no special training for care of children with disabilities.
-On-line training is accepted for in-service training requirements. CPR on-line training is not accepted.

Child Documentation Policy

-Center required to have on record: age of child by program, medical and immunization information, emergency information, identifying information on parents and child.
-Children are required to be screened for blood lead level prior to acceptance into a licensed child care facility.

Child Immunization Policy
-Enrolled children are required to be immunized or in the process of being immunized; including Hib immunization.

Discipline Policy
-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent is required, but it does not have to be notarized.

Environmental Policy
-Regulations require testing for the presence of asbestos, lead and radon as a condition of licensure; files are kept by the Department of Health.
-No state financial assistance is available for the inspection and remediation in child care facilities for asbestos or radon. Initial lead inspections are done by the Health Department free of charge.

Medication Policy
-Regulations exist for centers administering over the counter or prescription medications only.

National Life Safety Fire Code Policy
-Has been adopted.

Playground Policy
-Regulations address general playground safety; playground shall be safe, properly fenced (at least 4' of fencing), equipment maintained in good repair, cushioning material under climbers, slides, swings, etc. (at least 6" if organic cushioning).
-Trampolines are not prohibited in child care centers.

Regulatory Process Subcontract Policy
-RI does not subcontract any or all of the child care center regulatory process to a public or private agency/organization; it has never been considered.

Smoking Policy
-Smoking is prohibited in center facilities.

Swimming Pool Policy
-Must be approved by the Department of Health.
-Red Cross lifesaving training for staff and child/staff ratios are addressed by the Health Department.

Transportation Policy
-Regulations concerning the transportation of children exist under the Dept. of Transportation.

Drop-In Child Care
-Currently, RI has no "drop-in" child care centers; however, regulations do exist and licensure is required for any drop-in child care facility.

Infant Care Programs
-Separate regulations for centers which service infants.
-No centers provide care to "infants only."

Overnight Care Programs
-No special regulations for overnight care;
-No centers currently provide overnight care.

Programs for Children with Disabilities
-Mainstreaming of children with disabilities is required.
-Compliance with ADA in providing services to children is addressed in regulations.

School Age Care Programs
-Separate regulations for before and after school programs.

Sick Child Care Programs
-Sick children have to be excluded from day care center programs.

Subsidized Programs/Tiered Reimbursement Rates
-Contact Department of Human Services, 600 New London Ave., Cranston, RI, 02920; (401) 464-3415.
-No Tiered Reimbursement Program in place at the present time.

Surveillance Camera Policy
-Regulations do not address use of surveillance cameras.

Reporting Child Abuse and Neglect
-Call (800) RI-CHILD.

Parental Contacts
-No information available via the Internet on monitoring or inspections on licensed facilities.

Local Contacts
-Department of Children, Youth and Families is statewide.

New or Pending Legislation
-None.

SOUTH CAROLINA (SC) +

Information
Supplied by: Ada M. Belk, Day Care Regulatory Consultant
DSS, Division of Child Day Care
Licensing and Regulatory Services
P.O. Box 1520
Columbia, SC 29202-1520
PHONE: (803) 898-7543
FAX: (803) 898-7179

Number and Definition of Regulated Programs

- -**1,997** licensed centers (number includes nursery schools and prekindergartens). (**291** registered religiously affiliated centers; **78** licensed churches or religiously affiliated centers included in above total.)
- -No regulations for child care facilities in health clubs, spas, bowling alleys etc. while parents are on the premises.
- -Licensor to center ratio: 1 to 37; licensor to all child care facilities 1:93.

Requirements

- -License required; inspection required.
- -Registration only required for religiously affiliated centers; reflects adherence to minimum standards for health and safety.
- -License renewed every 2 years; no license fee.
- -No orientation required by the State prior to licensure of a center.
- -Separate inspections required before opening and at renewal time by the Fire and Sanitation Department; verification of zoning approval also required.
- -General and/or professional liability insurance not required.
- -Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- -Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- -Staff/child ratios: infants - 1:6; 1-2 years - 1:6; 2-3 years - 1:10; 3-4 years - 1:13; 4-5 years 1:18; 5-6 years 1:21; 6-12 years - 1:23; mixed age groups as indicated.
- -Naptime staff/child ratios: 0-2 years - 1:8; 2-3 years - 1:12, 3-4 years - 1:15; 4-5 years - 1:20; and 5 years and up - 1:25.
- -Group size delineations: none.
- -A staff per certified in CPR/first aid must be present on premises at all times during hours of center operation.
- -Regulations allow for care of mildly ill children, with certain restrictions.
- -State does not receive Consumer Product Safety Commission data on banned children's equipment.
- -Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care. State reviews data and it may affect the status of the license and pending investigations.

Unannounced Inspection Policy

- -Regular visits are unannounced unless visit is for renewal of license/approval.

Complaint Procedure

-No policy that requires the immediate closing of a day care facility unless circumstances place children at risk.

-No policy that requires a warning.

-Complaints registered against a facility are responded to within 5 days.

-Facilities have no longer than a year to come into compliance.

-Resource and referral agencies are not notified when a center is closed.

Staff Qualifications

-No state recommended salary schedule for various staff levels.

-Minimum age requirement for working in a facility: director - 21 years; staff - 18 years without supervision, 16 years with constant supervision.

-Written references from unrelated individuals are required for the director.

-Director shall meet at least one of the following requirements:

 -a bachelor's degree in child development or early childhood education from an accredited college or institution;

 -a bachelor's degree from an accredited college or institution and at least six months verifiable experience as a caregiver in a licensed/approved child care facility;

 -an associate's degree in child development or early childhood education from an accredited college with two years verifiable experience as a caregiver in a licensed/approved child care facility;

 -a diploma in child development or early childhood education from an accredited college or institution with two years verifiable experience as a caregiver in a licensed/approved child care facility;

 -a Child Development Association Credential;

 -a high school diploma or General Educational Development Certificate (GED), in addition to three years experience as a caregiver in a licensed/approved child care facility. One of the three years experience shall be supervision of other child care staff.

-In facilities licensed/approved before the effective date of these regulations, the director shall have five years experience as a director in a licensed/approved child care facility or shall meet at least one of the educational requirements listed above.

-In facilities licensed/approved for the first time after the effective date of these regulations, the director shall comply with the qualifications prior to the issuance of a license/approval or in the cases of a new director, the individual must meet qualifications prior to becoming the facility director.

-Staff shall meet the following:

 -a caregiver who begins employment in a licensed/approved child care center after June 30, 1994, must have at least a high school diploma or General Educational Development Certificate (GED) and at least six months's experience as a caregiver in a licensed or approved child daycare facility. However, a caregiver with a disability who otherwise is qualified to perform the essential functions of the position and has at least six months' experience as a caregiver in a licensed/approved child care facility must have obtained at least a high school Certificate of Completion. If a caregiver does not meet the experience requirements, the caregiver must be directly supervised for six months by a staff person with at least one year experience as a caregiver in a licensed/approved child day care facility. Within six months of being employed, a caregiver must have 6 clock hours of training in child growth and development and early childhood education or shall continue to be under the direct supervision of a caregiver who has at least one year of experience as

a caregiver in a licensed/approved child care facility.
 - a caregiver who has two years experience as a caregiver in a licensed/approved facility and is employed as of July 1, 1994, in a licensed/approved child care center is exempt from the high school diploma, GED and Certificate of Completion requirements.
- Meets requirements of ADA in staff hiring.

Staff Prescreening

- Prescreening required for facility staff providing direct care or having direct access to children without appropriate staff member present: criminal background check, child abuse clearance, state and FBI fingerprint check, medical exam, and TB skin test; chest x-ray required if indicated to follow-up to skin test; no recent change in TB screening policy.
- All criminal records checks and child abuse and neglect clearances go outside of state lines.
- Crimes that prohibit employment: See Code of Laws, (1996 Supplement 20-7-2725 (A)).
- Not required - AIDS, drug and alcohol tests.
- Conditional hiring not allowed prior to results of prescreening.
- Substitutes must meet the same requirements as regular staff.

Staff Training

- Director/operator shall participate in at least 20 clock hours each year.
  - at least 5 clock hours shall be in child growth and development and 5 clock hours shall be in curriculum activities for children.
  - training shall not include first aid and child-infant CPR.
- Staff, with the exception of emergency person(s) and volunteer(s) providing direct care to children shall participate in at least 15 clock hours each year.
  - at least 5 clock hours shall be in child growth and development and at least 5 clock hours shall be in curriculum activities for children.
  - training shall not include first aid and child-infant CPR.
- Director/operator shall provide orientation for new staff, volunteer(s) and emergency person(s) prior to their employment.
- CPR/first aid may be a separate preservice or in-service training requirement.
- On-line, distance learning and video training is accepted to meet in-service training requirements if it is related to Child Growth & Development, Curriculum Activities, Safety, Health or Program Administration. Must be approved by Center for Child Care Career Development. On-line CPR training is not accepted.

Child Documentation Policy

- Copy of child's health and immunizations record or certification of immunization for child care [state law amended to include child care - "no shots, no school, no child care"], emergency numbers, doctor information, required for enrollment.
- No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

- Enrolled children must be currently immunized, including Hib.

Discipline Policy

- Written parental permission is required for corporal punishment and must be one file in each child's folder.

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Emergency Medical Consent Policy
-Written consent required; form does not have to be notarized.

Environmental Policy
-Lead-based paint test required for sanitation inspection; no test for asbestos or radon required.

Medication Policy
-Regulations include specific rules for dispensing of over-the-counter and prescription medications.

National Life Safety Fire Code Policy
-DSS regulation states "Private and Public Child Day Care Centers shall comply with the regulations and codes of the State Fire Marshal."

Playground Policy
-Regulations include rules for playground safety and equipment shall meet applicable Federal requirement for construction safety.
-Regulations do not prohibit the use of trampolines in child care centers.

Regulatory Process Subcontracting Policy
-Yes, privatization, or contracting for services, has been considered by the agency. In 1993, when the licensing division was set up into regions, the option for contracting services was discussed and researched. While the decision not to contract was made, issue will in all probability be raised again in the near future as our agency is discussing privatization of services in other areas.

Smoking Policy
-Smoking is permitted in designated areas.

Swimming Pool Policy
-Specific additional regulations exist, including child/staff ratios.
-Staff required to have life saving training.

Transportation Policy
-Specific regulations for transportation of children exist.

Drop-In Child Care
-State does not regulate "drop-in" child care.

Infant Care Programs
-Additional fire regulations for facilities which serve infants; the State Fire Marshal has authority to grant alternate methods of compliance within the intent of the regulations.
-"Infant only" centers exist; number unknown; infants are "birth to 24 months."

Overnight Care Programs
-Additional regulations exist for centers providing overnight care; must be specially licensed; exact number unknown.

Programs for Children with Disabilities
-No separate regulations; required compliance with ADA.

School Age Care Programs
-No separate regulations for before and after school programs.
-Regulation exempt if operating 4 or less hours/day or not more than 2 days/week.

Sick Child Care Programs
-Isolation room must be provided for mildly ill children, specific child/staff ratios for caring for sick children.

Subsidized Programs/Tiered Reimbursement Rates
-Contact South Carolina Department of Health and Human Services Finance Commission, 1801 Main St., P.O. Box 8206, Columbia, SC 29202-8206; (803) 253-6154.
-First Steps: An Early Education Initiative was developed in 1999 to ensure children are ready for school. Two types of grants are available to county partnerships. Level One grants are for needs and resource assessments and planning while Level Two grants fund implementing and managing activities. Level Two funds will be used to promote high quality preschool programs that provide a healthy environment that will promote normal growth and development through offering additional training and other services to early childhood workers.

Surveillance Camera Policy
-Regulations do not address the use of surveillance cameras.

Reporting Child Abuse and Neglect
-Cases handled by the County DSS Office, coordinated with the regional DSS regulatory offices.

Parental Contacts
-No information available via the Internet on the monitoring or inspections of licensed child care facilities.

Local Contacts
-6 regional offices.

New or Pending Legislation
-There is an Educational Lottery Bill pending, Bill Number 3307.

+ Information not reverified by the State.

SOUTH DAKOTA (SD)

Information
Supplied by: Carroll Forsch, Program Specialist
Office of Child Care Services
Department of Social Services
700 Governors Drive
Pierre, SD 57501-2291
PHONE: (605) 773-4766
FAX: (605) 773-7294

Name and Definition of Regulated Programs

- -271 licensed centers, includes 133 centers and 138 school age centers.
- -No regulations for nursery schools. No state oversight.
- -Religiously affiliated centers are included in this number, nursery schools and prekindergartens if they are part of a child care program.
- -No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- -Licensor to center ratio: 1:30 includes a combination of centers and group family child care homes.

Requirements

- -License required for 21 or more children; annual inspection required.
- -Licenses are non-expiring; no fee.
- -No orientation required prior to licensure.
- -Inspections required annually: life, safety and environmental health.
- -General liability insurance required; transportation insurance covering passengers required; professional liability insurance not required.
- -Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- -Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.
- -Staff/child ratios: infants - 1:5; toddlers (up to 3 years) - 1:5; preschool (3-6 years) 1:10; schoolage - 1:15; mixed age groups - according to number in each group; ratios must be maintained during all hours of operation.
- -Naptime staff/child ratios: same as above; no change.
- -Group size delineations: maximum group size limited to no more than 20 children; mixed age groups must meet ratio for majority age group except when children under 3 years of age are present. When 3 or more children under age 3 are in the group, 1:5 ratio must be maintained for the children under 3 years.
- -Regulations permit the care of mildly ill children, but must be kept separate.
- -State has Consumer Product Safety Commission data on banned children's equipment available at local licensing offices. Use of material is at the discretion of each licensing worker.
- -Currently State requires only school age centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care. Will be added to other regulations chapters soon. Data will be used to identify areas that may need to be strengthened in regulation or policy.

Unannounced Inspection Policy

-Annual inspections are unannounced unless special circumstances; may be made if nature of complaint dictates.

Complaint Procedure

-Response process in place when a complaint is registered against center.
-Immediate suspension of license required if children are in imminent danger.
-Warning given for any other areas of non-compliance; length of time for corrections determined by corrective action plan.
-No process for notifying resource and referral agencies when centers are closed.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Child care worker must be at least 18 years old; secondary child care workers may be 14 years old under direct and constant supervision of staff.
-Compliance with ADA in staff hiring involves advising between licensing workers and child care providers on a case by case basis.

Staff Prescreening

-Prescreening tests required at the time of hiring: child abuse clearance required at hiring; TB test and chest x-ray or medical exam required at hiring and annually, if positive and no INH therapy received; no recent change in TB screening policy.
-Fingerprinting and criminal records background check required; practice not yet implemented.
-All child abuse and neglect clearances go outside of state lines.
-Crimes that prohibit employment: child abuse, sexual offenses, and crimes of violence.
-Not required - AIDS, Hib and measles immunizations, drug and alcohol tests.
-Conditional hiring prior to results of prescreening not allowed.
-Substitutes must meet requirements for child care workers.
-Written references not required: verbal is sufficient but there must be at least three. Verbal reference comments must be documented.

Staff Training

-Preservice education and/or experience only required for: center directors and lead/head teachers; none required for: assistant teachers, teacher aides, dietician or kitchen staff.
-20 hours of in-service training is required annually which includes: child growth and development, planning learning activities; guidance and discipline techniques; communication and relations with families; detecting and reporting child abuse and neglect; food handling; procedures in event of fires or natural disasters and prevention of communicable diseases.
-No special training required for infant care, care of children with disabilities, sick child care, drop-in care.
-Annual courses in first aid, CPR, health and safety required for all staff.
-On-line training not accepted due to no system to evaluate each program. SD encourages use of instate training system.

Child Documentation Policy

-Immunization records, name of parent(s), address, phone number, doctor, emergency contact person required.
-No provision for screening children for blood lead level prior to acceptance

into a licensed child care program.

Child Immunization Policy
-Enrolled children must be immunized; includes Hib.

Discipline Policy
-Corporal punishment prohibited; includes humiliating and frightening punishment also.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of lead, asbestos, or radon as a condition of licensure.
-There is no state financial assistance for the inspection or remediation in child care facilities for asbestos, lead or radon.

Medication Policy
-Regulations do not prohibit nor restrict centers from administering over the counter or prescription medication nor other health procedures. Centers must have written parental permission.

National Life Safety Fire Code Policy
-Fire Marshal rules require compliance with Uniform Building Code, 1991 edition.

Playground Policy
-No regulations for playground safety. Trampolines are not prohibited by rule but would be reviewed if a problem was identified.

Regulatory Process Subcontracting Policy
-SD does subcontract a portion of the child care center regulatory process to another public agency. SD Dept. of Commerce, Commercial Inspection Division completes the inspections. Commerce inspectors have been trained to handle a variety including day care programs, restaurants, schools, lottery, etc.

Smoking Policy
-State law prohibits any smoking inside building when children are in care.

Swimming Pool Policy
-No guidelines established specifically for pool safety.

Transportation Policy
-Staff/child ratios must be met. Children under 5 must be in passenger restraint system, effective 7-1-01 state law requires everyone to be in a seat belt.

Drop-In Child Care
-Regulations do not exist for "drop-in" child care. "Drop-in" centers must comply with regulations that exist for licensed day care centers.

Infant Care Programs
-No separate regulations.
-3 licensed facilities in the state provide "infant only" care.

Overnight Care Programs

-Special regulations for overnight care include: regular child/staff ratios are to be maintained during all hours of operation.

-Number of centers providing overnight care not known.

Programs for Children with Disabilities

-No separate regulations.

-Regulations comply with ADA requirements.

School Age Care Programs

-Separate regulations have been in effect since 1-1-01.

Sick Child Care Programs

-No separate regulations; must comply with minimum regulations for licensed centers.

-One licensed facilities providing "sick child care" only.

Subsidized Programs/Tiered Reimbursement Rates

-Contact: Dept. of Social Services, Office of Child Care Services, 605-773-4766.

-There is no tiered reimbursement program in place at this present time.

Surveillance Camera Policy

-None.

Child Abuse and Neglect

-Call local Department of Social Service Office or local law enforcement agency.

Parental Contacts

-Information not available via the Internet on monitoring or inspections of licensed facilities.

Local Contacts

-District 1:
111 New York, Rapid City, SD 57701; [P] (605) 355-3545; [F] 394-1824
-District 2:
700 Governors Dr., Pierre, SD 57501; [P] (605) 773-4766; [F] 773-7183
-District 3:
420 S. Roosevelt, Box 4730, Aberdeen, SD 57402-4730; [P] (605) 626-2340; [F] 626-2228
-District 4:
1310 S. Main Avenue, Suite 101, Brookings, SD 57006; [P] (605) 688-4330; [F] 688-4339
-District 5:
817 W. Russell Street, #202, Sioux Falls, SD 57104-1372; [P] (605) 367-7602; or 367-7604; [F] 367-5308
-District 6:
116 E. 11th Avenue, Mitchell SD 57301; [P] (605) 995-8000 [F] 996-0681
-District 7:
3113 N. Spruce Street, #200, Yankton, SD 57078; [P] (605) 668-3030; [F] 668-3014

New or Pending Legislation

-None.

TENNESSEE (TN)

Information
Supplied by: David L. Shirk, Research Specialist
Child Care Licensing
400 Deaderick Street
Nashville, TN 37248-9810
PHONE: (615) 313-4778
FAX: (615) 532-9956

Number and Definition of Regulated Programs

-**3,404** DHS and DOE regulated centers.
-Number includes nursery/preschools.
-Some religiously affiliated programs and school-age programs operated by public schools are regulated by the Department of Education.
-No regulations for short term child care facilities such as health clubs, spas, bowing alleys, etc. for 2 hours or less while parent are on the premises.
-Licensor to center ratio: 1:29 DOE ratio: 1:125.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed annually; license application fee is $200 to $500, depending on license capacity; fees shall be used to improve child care quality through free training for providers.
-Orientation required prior to licensure of a center through local licensing office which covers key regulations, the Report Card Program, available services and business practices.
-Fire safety and food/sanitation inspections required annually; state building code in place, with some local codes more stringent than the state.
-General and automobile liability insurance and medical payment insurance required. Liability insurance coverage shall be maintained in a minimum of $500,000 per occurrence and $500,000 general aggregate coverage.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 30 sq. ft.; outdoor - 50 sq. ft.; defined as "usable play space" (excludes restrooms, halls, kitchen and office space).
-Staff/child ratios: infants (6 wks-15 mos) - 1:4; toddlers (12-30 mos) - 1:6; 2 year olds - 1:7; 3 year olds - 1:9; 4 year olds - 1:15; 5 year olds - 1:20; school age - 1:25; mixed age groups - ranges from 1:5 for infants/toddlers to 1:20 for 4 and 5 year olds.
-Effective 7-1-03 staff/child ratios: infants (6 wks - 15 mos) - 1:4; toddlers (12-30 mos) 1:6; 2 year olds - 1:7; 3 year olds - 1:9; 4 year olds 1:13; 5 year olds 1:16; school age - 1:20.
-Naptime staff/child ratios: ratio in nap room can be 50% of the required ratio if there are enough adults on the premises to meet the normal ratios should an emergency occur; exception - infant/toddler ratios must be maintained.
-Group size delineations: 6 weeks - 15 months (maximum group size - 8); 12-30 months (maximum group size - 12); 24-35 months (maximum group size - 14);

3 years (maximum group size - 18); 4 years (maximum group size - 20); 5 years (maximum group size - 20); 6 years and above (maximum group size - 25). For multi-age groupings: 6 weeks-30 months (maximum group size - 10); 2-4 years (maximum group size - 16); 2 1/2-3 year olds (maximum group size - 18); 4-5 years (maximum group size - 20); and 5-12 years (maximum group size - 25). Groups can be combined for short periods for a regularly scheduled activity of no more than 30 minutes duration per day as long as staff/child ratios are met.

-Effective 7-01-03 group size delineations: 6 weeks-15 months (maximum group size - 8); 12-30 months (maximum group size - 12); 24-35 months (maximum group size - 14); 3 year olds (maximum group size - 18); 4-5 year olds (maximum group size - 20); school age (K and above) (no maximum group size).

-At least one staff member currently certified in infant/ child CPR and first aid is required to be on premises at all times.

-Regulations allow for the care of mildly ill children in centers.

-State does not disseminate Consumer Product Safety Commission data on banned children's equipment to child care facilities.

-Regulations do not require child care facilities to report to licensing the death of a child, a missing child or a child's injury that requires medical care. Center must report a child's injury to parent as soon as possible.

Unannounced Inspection Policy

-Six times a year and as situation requires to monitor or investigate complaints.

Complaint Procedure

-If children are in immediate danger, DHS can get a temporary restraining order or suspend license, as applicable.

-Length of time center has to come into compliance varies with degree of danger or threat of harm; failure to come into compliance results in legal enforcement actions of probation, civil penalties, denial or revocation.

-Resource and referral agencies notified when a center is closed.

-Response to a complaint registered against a center is immediate if harm is implied; if relating to lesser violations, investigation is scheduled and planned by field supervisor; report back to complainant if requested.

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirement for working in center - 18 years.

-TN has a "compliance packet" for centers which includes educational materials on ADA.

Staff Prescreening

-Center staff required to have medical examination initially and every 3 years thereafter; TB screening recommended for those with on-going contact with children who is a recent immigrant, is HIV positive or has been recently exposed to TB; any person who has a cough for three weeks or longer should be evaluated by a physician for TB.

-Criminal history and abuse registry checks are required.

-Crimes that prohibit employment: crimes of violence against persons; drug related charges, and abuse and/or neglect charges.

-Not required: AIDS test, measles and Hib, drug and alcohol tests. However, drug testing is required for drivers transporting children.

-3 written references required in addition to information about last employment.

-Temporary substitutes working 36 hours, must meet most requirements of other caregivers including background check but not required to have physical exam.

Staff Training

-Directors must have a four year college degree and have completed one year of full-time documented work experience with young children or have 60 semester hours (2 years of college training) with at least 30 hours in business or management, child or youth development, ECE or related field, and have 3 years full-time documented experience with young children, or have a high school diploma or its equivalent and 4 years of full-time documented experience with young children and complete 4 hours of pre-employment training by the Dept. During first year of employment Director shall have 36 hours of training, at least 6 shall be in administration, management or supervisory training.

-after first year 18 hours of annual training.

-all caregivers: each group must have at least one caregiver who has a high school diploma or its equivalent, a Department-recognized credential or a diploma from a state or vocational school; first year have 18 hours training. (2 clock hours of pre-service orientation offered by the Dept. and additional 6 hours within 6 months of hire plus 10 hours within first year); dietician kitchen staff required to have the orientation.

-12 hours on-going required annually for all caregivers.

-No special training required for infant care, care of children with disabilities, sick child care or drop in care (rules for sick child care and drop-in care are in draft form).

-On-line training is accepted for in-service training if the course is evaluated for appropriate curriculum and appropriate pre-test and post-test requirements. CPR on-line training is not accepted.

Child Documentation Policy

-Information (application) form, child health record, including immunizations and additional exam for infants and toddlers, and health history required.

-No provision for screening children for blood lead level prior to acceptance into licensed child care program.

Child Immunization Policy

-Enrolled children must be immunized, including Hib; religious exemption allowed.

Discipline Policy

-No physical punishment allowed in centers.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of lead, asbestos, or radon as a condition of licensure.

-There is no state financial assistance for the inspection and remediation in child care facilities for asbestos, radon or lead.

Medication Policy

-Regulations allow for dispensing of over the counter and prescription medications and other health procedures with written parental permission or under the direction of a physician. Medications shall be labeled with child's name and specific instructions; medications shall be inaccessible to children

National Life Safety Fire Code Policy

- Has been adopted through Fire Marshal (educational codes).

Playground Policy

- Regulations have specific requirements for playground safety. CPSC Handbook for Public Playground Safety or a similar authority shall be used for guidance on playground construction and maintenance.
- Regulations prohibit use of trampolines; proposed to be added by rule but insurance does not allow them at the time.

Regulatory Process Subcontracting Policy

- TN does not subcontract any or all of the child care center regulatory process to a public or private agency/organization; however, training and technical assistance for providers is subcontracted by the State.

Smoking Policy

- Currently smoking is prohibited in the presence of children; the "Children's Clean Indoor Air Act" permits adults to smoke in designated smoking areas where children are not allowed access, but written notification must be given to the parents of such a designated area.

Swimming Pool Policy

- Special regulations exist.
- Child/staff ratio must be double the normal ratio.

Transportation Policy

- Compliance with state law regarding safety restraints, and driver's license requirements, and liability insurance verification procedures and time limits required when transporting children.

Drop-In Child Care

- Specific regulations for Drop-In Centers have been recommended.
"Drop-in" child care means a place or facility operated by any person or entity providing child care, at the same time, for 15 or more children, who are not related to the primary caregiver(s), for short periods of time, not to exceed 10 hours per week and for not more than 6 hours per day for any individual child, while parents or other custodian of the children are engaged in short-term activities that do not include employment of parent/custodian of the child; provided however, that notwithstanding any other requirement of this part; training requirements for the staff of this class of child care agency shall be limited to basic health and safety precautions and the detection and reporting of child abuse and neglect for children in care; provided, further, that notwithstanding any other provision of this chapter to the contrary, drop-in centers operated by not-for-profit organizations that provide child care for no more than 2 hours per day with a maximum of 10 hours per week, without compensation wile the parent or other custodian is engaged in short-term activities on the premises of the organization shall register as providing casual care and shall not be deemed to be a drop-in center or regulated as a drop-in center.

Infant Care Programs

- Additional exam for infants and toddlers required at enrollment; center must also keep daily "activity record."

-No information available about the number of "infant only" centers.

Overnight Care Programs
-Minimal additional regulations exist; 65 centers provide overnight care.

Programs for Children with Disabilities
-Regulations exist relating to equalizing environment.
-Training provided for staff who are holding workshops for providers to educate them on ADA.
-Regional child care resource centers have been established to assist caregivers in successfully including children with disabilities.

School Age Care Programs
-Separate regulations exist.

Sick Child Care Programs
-Proposed regulations for sick child care has been recommended.

Subsidized Programs/Tiered Reimbursement Rates
-DHS contracts with 12 public or non-profit agencies called Child Care Broker Agencies to manage the voucher program and determine eligibility for CCDBG, SSBG, and At-Risk subsidy.
-Effective 10-01-01 a rated license system began which provides bonus payments to certificate programs receiving Stars in the Start-Quality Child Care Program.

Surveillance Camera Policy
-Regulations do not prohibit use of surveillance cameras.

Reporting Child Abuse and Neglect
-Reporting required by state law and every county has a phone number with 24-hour availability.

Parental Contacts
-Information available via the Internet on monitoring or inspections of licensed child care agencies through Child Care Evaluation and Report Card Program..

Local Contacts
-District 1: 213 W. Maple Street, P.O. Box 2120, Johnson City, TN 37605-2120
-District 2: State Office Bldg., 531 Henley Street, #501, Knoxville, TN 37902
-District 3: 444 Neal Street, P.O. Box 659, Cookeville, TN 38503
-District 4: TDHS, 540 McCallie Ave. 1st floor, Chattanooga, TN 37402
-District 5: 209 Wayne St., Suite. 1, P.O. Box 329, Columbia, TN 38402-0239
-District 6: 900 2nd Ave., N., Nashville, TN 37202
-District 7: 1263 Highway 45, Bypass North, P.O. Box 8, Trenton, TN 38382
-District 8: 170 North Main, 8th Floor, Memphis, TN 38103
-District 9: 350 Pageant Lane, Clarksville, TN 37040

New or Pending Legislation
-None.

TEXAS (TX)

Information
Supplied by: Michele Adams, Program Specialist
Department of Protective and
Regulatory Services, M.C. E550
P.O. Box 149030
Austin, TX 78714-9030
PHONE: (512) 438-3262
FAX: (512) 438-3848

Number and Definition of Regulated Programs

- **10,870** licensed centers.
- Nursery schools and kindergartens and schools are not included in this number, religiously affiliated centers are included.
- No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- Licensor to center ratio: approximately 1:84.

Requirements

- License required; preapproval inspection required.
- Licenses and certificates are non-expiring (valid until revoked or surrendered).
- There is an application fee of $35, provisional license fee of $35 and when the non-expiring license is issued there is another fee of $35 plus $1 for each slot in the licensed capacity. The $35 plus $1 is due each year. Fees go into the state's general fund.
- Orientation or application interview required prior to licensure of a center which includes review of licensing process, permit holders rights, minimum standards and application materials.
- Fire safety, sanitation, and gas pipes inspections required annually; building code inspection required in some localities.
- Insurance Requirement: Liability insurance in the amount of at least $300,000 for each occurrence of negligence covering injury to a child while the child is in the care of license holder OR the facility must provide the Licensing Division and parents written notification if liability insurance is unavailable because of financial reasons or inability to find an underwriter willing to issue policy or the limits of the current policy are expended.
- Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- The following space requirements must be met:
  - Centers licensed after 8/31/97 must have at least 30 sq. ft. of indoor activity space, measured wall-to-wall on the inside for each child in the center, not including single-use areas such as restrooms and kitchens. Each child under 18 months old must have 30 sq. ft. of indoor activity space in the area(s) in which care is being given.
  - If a new owner of a center licensed prior to 8/31/97 can demonstrate that the property easement, deed restrictions, building code or fire code restrictions prohibit compliance with square foot requirements for children under 18 months

the center will not be required to meet those standards.
- 80 square feet of outdoor play space for each child using the outdoor area at one time.
- Unless the only children using the outdoor area are 5 years old or older, the outdoor play area must be enclosed by a fence at least 4 feet high with at least 2 exits that can be opened immediately by staff. One exit may be an entrance to the building.

- Current staff/child and group size ratios:

Age Group	# of Children Supervised by 1 Staff	Maximum Group Size
0-11 mos	4	10
12-17 mos	5	13
18-23 mos	9	18
2 yrs	11 - 13	22 - 26
3 yrs	15 - 17	30 - 34
4 yrs	18 - 20	35
5 yrs	22 - 24	35
6-8 yrs	26	35
9-12 yrs	26	35

- The staff/child ratio described above is based on the age of more than half of the children in the group. The larger number indicating the staff/child ratio for ages 2 through 5 years are the ratios for groups where more than half of the children are a year or more older than the specified age group.
- Maximum group size described above is also the staff/child ratio allowed when 2 staff are present.
- Maximum group size may be exceeded, provided the staff/child ratio is maintained for each group, under the following conditions: (1) for children 18 mos. through 4 years of age for a maximum of 30 minutes; (2) for children 5 years old and older for a maximum of 1.5 hours; and (3) for field trips, outdoor play, and naptimes for the length of that activity.
- Special Times: 45 minutes after opening and 45 minutes before closing, the children may be regrouped at a ratio of 1 staff member per group of 16 children 18 months of age and older.
- Naptime staff/child ratios: for children 18 mos. and older - 50% of current ratio plus 25% of remaining staff in the building and not counted in the staff/child ratio for another group.
- When a child in the group is under 18 months of age, the oldest child in the group must not be more than 18 months of age older than the youngest child unless there are fewer than 12 children at the center.
- One person per group of children is required to be certified in First Aid with choking and rescue breathing, and one person present in each facility is required to be certified in CPR.
- Regulations allow for the care of mildly ill children in centers with a variance of certain minimum standards.
- State does not disseminate Consumer Product Safety Commission data on banned children's equipment, however, currently exploring doing so. Currently such equipment is addressed in a broad sense, but not consistently.
- Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care. Based on reports conduct inspection to determine if incident was result of violation of minimum standards.

Unannounced Inspection Policy

-Law requires one unannounced inspection per year, but all may be.

Complaint Procedure

-The licensing agency cannot itself close a day care center in an emergency; however, the licensing statute allows the agency to petition the court for a temporary restraining order or an injunction.

-Due process requirements dictate that any time noncompliance with the child care standards could lead to a revocation, the facility is given notice and an opportunity to correct.

-Length of time center has to come into compliance varies according to the particular noncompliance(s) in the situation. Some are immediately correctable, while others may take longer.

-Resource and referral agencies notified when a center is closed.

-Response process to complaints registered against a center: runs on a system of priorities based on the nature of the allegations.

Staff Qualifications

-The director must be at least 21 years of age and have a high school diploma or its equivalent and one of the following:

-as associate in applied sciences degree in child development or a related degree with 6 college credit hours in child development and 6 college credit hours in business management, and 2 years experience in licensed child care facility;

OR

-a Child Development Associate credential with 6 college credit hours in business management, and 2 years experience in a licensed child care facility;

OR

-60 college credit hours with at least 9 credit hours in child development or early childhood education or the equivalent and 6 credit hours in business management, and 2 years experience in a licensed child care facility;

OR

-a child care administrator's credential issued by professional organizations or educational institutions that are recognized by the Licensing Division based on published criteria, and 2 years of experience in a licensed child care facility;

OR

-3 years experience in a licensed child care facility and 9 credit hours in child care, child development or early childhood education and 9 credit hours in business management from an accredited college or university (5 continuing education units (CEU's) may be substituted for each 3 credit hours;

OR

-a bachelor's degree from an accredited college or university with 12 credit hours of development or early childhood education, 6 credit hours of business management, and 1 year of experience in a licensed child care facility.

-Staff in child care centers must be at least 18 years of age and have a high school diploma or its equivalent. Persons 16 or 17 years old must not be left alone with and in charge of a group of children but may be counted in the child/staff ratio provided that person works in the same room with and is supervised by a qualified staff member and:

a. has a high school diploma or its equivalent;

Or

b. is enrolled in or has completed a career program related to child care approved by the Texas Education Agency or another state or federally approved child care career related program.

Staff Prescreening

-All staff names are checked with state's department of public safety; criminal records background check required; fingerprinting required if they live outside the state and work in a TX facility; child abuse clearance required for all staff. Reverified every two years; fee $2 per person.
-TB skin test (required if recommended by the local or state Health Department); no recent change in TB screening policy.
-FBI criminal records checks are done in certain circumstances.
-Crimes that prohibit employment: A person with a felony conviction under Title 5, Title 6 or Chapter 43 of Title 9 of the Penal Code, or any like offense in another state may not be present in a facility while children are in care. A person with any other type of criminal history may not be presented in a regulated facility while children are in care, may not be licensed as a child care administrator, unless it is determined under 725.1814 of this title that the person does not pose a risk to the health and safety of children/ A person with a sustained finding of physical abuse or sexual abuse or a finding of physical abuse or sexual abuse that meets a preponderance of the evidence standard may not be present in a facility while children are in care. A person with other findings of child abuse or neglect that meet a preponderance of the evidence standard may not be present in a facility unless it is determined under 725.1814 of this title that the person does not pose a risk to the health and safety of children.
-Not required - medical examination, AIDS test, Hib and measles immunizations, and drug and alcohol tests.
-Conditional hiring prior to results of prescreening is allowed until results are received.
-Written references not required.
-Substitutes are permitted and generally must meet the same requirements as regular staff.

Staff Training

-The director must participate yearly in at least 20 clock hours of training. At least 6 clock hours must be in management and staff supervision and 6 clock hours must be in child development or early childhood education. The director of a school-age-care-only facility may substitute 6 clock hours in recreational leadership or related area for the 6 clock hours in child development or early childhood education.
-Before new staff without experience in a regulated child care facility or relevant training are given responsibility for a group of children they must complete 8 hours of preservice training which covers the following areas: developmental stages of children; age-appropriate activities for children; positive guidance and discipline of children; fostering children's self-esteem; health and safety practices in the care of children; positive interaction with children; supervision of children; and detection and reporting of suspected child abuse and neglect.
-All new staff, including volunteers who are counted in facility child/staff ratio, must be oriented in the following when they begin work:
-the requirement in these minimum standards;

  - the facility's child care policies, including discipline, guidance, and the release of children;
  - the procedures to follow in handling emergencies; and
  - use and location of fire extinguishers.
- All other staff must obtain at least 15 clock hours of training annually, exclusive of CPR and First Aid, selected from the following areas: child development; care of children with disabilities; adult and child health; nutrition; safety; curriculum-planning; risk management; identification and care of ill children; recognition of child abuse, neglect and sexual abuse, and responsibility for reporting these; cultural diversity; professional development (communication, time management, stress management). For staff assigned to particular groups of children, topics from the following areas are included in the clock hours: care of infants; care of toddlers; care of preschool children; care of school-age children.
- An employee of a licensed center or group home who provides care for children under 24 months of age must receive as a one-hour component of their annual training, special training including information on: recognizing and preventing shaken baby syndrome; preventing sudden infant death syndrome and understanding early childhood brain development.
- On-line training is accepted, currently a caregiver may obtain all required annual training from self-instructional materials that have been recognized by PRS. Recognition does not mean approval -- only determination of the number of hours training is recognized for. CPR on-line training is not accepted.

Child Documentation Policy

- The center must obtain enrollment information for each child before admission. The center must keep this information as long as the child is in care. The parent must sign a form that contains detailed information on the child.
- No provision for screening children for blood lead level prior to acceptance into a licensed child care program.
- As a result of HB 908, children in care in certain licensed facilities must be screened for vision, hearing, and other special senses or communication disorders.

Child Immunization Policy •

- Immunization and tuberculosis test requirements ensure that each child's immunization record includes the child's birth date, the number of doses and types, and the date (month, day and year) the child received each immunization; compliance is measured by one or more of the following ways:
  - a dated record that the child has been immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and Hib (record with a rubber stamp or signature of the physician or health personnel or machine or handwritten copy of the immunization record with handwritten copies signed by the person making the copy); a dated statement by physician or other authorized health personnel that immunizations have begun; a certificate or affidavit signed and dated by a physician duly licensed to practice in the United States stating the immunization would be injurious to health and well-being of the child; an affidavit signed by parent or guardian stating immunization conflicts with tenets and practices of a recognized religious organization; and a dated statement signed by the child's parent that the child's immunization record is current and on file at the school the child attends.
- All enrolled children must be immunized per the following schedule:
  - Younger than 2 months - none

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- -2-3 months - 1 dose each of polio, DTP/Dtap and Hib vaccine
- -4-5 months - 2 doses of polio, DTP/Dtap and Hib vaccine
- -6-11 months - 2 doses of polio and Hib vaccine; 3 doses DTP/Dtap vaccine
- -12-14 months - 1 dose MMR; 2 doses Hib vaccine; 3 doses polio and DTP/Dtap vaccine; effective 8-1-00 one dose of varicella vaccine received on or after first birthday.
- -15 months through 4 years - 1 dose of Hib on or after 15 months unless a schedule for a primary series and a booster was completed prior to or at 15 months of age; 1 dose MMR; 3 doses polio; and 4 doses DTP/Dtap vaccines; as of 8-1-00 one dose of varicella vaccine received on or after first birthday and in 32 border counties: 2 years of age, one dose hepatitis A vaccine; 3 through 4 years of age, two doses hepatitis A vaccine.
- -5-6 years - 3 doses of polio vaccine, including 1 dose since 4th birthday; 4 doses DTP/Dtap including 1 dose since 4th birthday; 1 dose MMR vaccine on or after 1st birthday or serologic confirmation of rubella immunity; Proof of pertussis vaccination not required for children age 5 years and older; three doses of hepatitis B vaccine (children living in 32 border counties) two doses of hepatitis A vaccine and as of 8-1-00 children born on or after 9-2-94 must have one dose of varicella vaccine received on or after first birthday.
- -7 years and older - 3 doses polio, including one since 4th birthday; 3 doses DTP/Dtap including 1 dose since 4th birthday and 1 dose within the past 10 years; 1 dose MMR vaccine on or after 1st birthday or serologic confirmation of rubella immunity; 1 dose of measles vaccine on or after 1st birthday (second dose of measles vaccine required for children born on or after 9/1/78; proof of second dose of measles vaccine not required until the child is 12 years old, plus 30 days) or a physician-verified history of measles illness or serologic confirmation of measles immunity will satisfy either requirement; and 1 dose mumps vaccine on or after first birthday or physician-verified history of illness or serologic confirmation of mumps immunity. Children born on or after 9-2-92 must have 3 doses of hepatitis B vaccine; and as of 8-1-00 children born between 9-2-88 and 9-1-92 (inclusive) must have one dose of varicella vaccine received on or after first birthday with 30 days after their 12th birthday; if first does is received after age 12, two doses are required.

-All immunizations should be completed by the time of enrollment; however, a provisional enrollment is allowed, provided at least one immunization has been received and the remaining required immunizations must be completed as soon as it is medically possible.

-Exclusions allowed by law for medical or religious reasons.

Discipline Policy

-Discipline and guidance of children must be consistent and based on an understanding of individual needs and development.

-Positive methods which encourage self-esteem, self-control, and self-direction must be used.

-There must be no harsh, cruel or unusual treatment.

1. Corporal punishment or threats of corporal punishment are prohibited.
2. Children must not be shaken, bitten, hit, or have anything put in or on their mouth as punishment.
3. Children must not be humiliated, yelled at, or rejected.
4. Children must not be subjected to abusive or profane language.
5. Punishment must not be associated with food, naps, or toilet-training.

6. Bed wetters must not be shamed or punished.
7. Staff may use brief, supervised separation from the group if necessary, but staff must not place children in locked room or in a dark room with the door closed.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of asbestos, radon or lead as a condition of licensure.

-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Medication Policy

-Regulations stipulate that a facility may dispense medications to children with written parental permission and instructions; must be in original containers labeled with child's name and specific directions.

National Life Fire Safety Code Policy

-Has not been adopted.

Playground Policy

-Regulations have specific guidelines for playground safety including any area accessible to children must be free of hazards.

-Regulations prohibit use of trampolines in child care centers.

Regulatory Process Subcontractor Policy

-TX does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-People must not smoke at the facility, during transportation, or on field trips.

Swimming Pool Policy

-The child/staff ratio for water activities must be met as follows:

1. For wading/splashing activities (less than two feet of water) the child/staff ratio is:

Age of Youngest Child	Number of Children	Number of Staff
0-12 months	4	2
13-17 months	5	2
18-23 months	7	2
2 years	9	2
3 years	13	2
4 years	16	1
5 years	20	1
6-8 years	22	1
9-13 years	25	1

-When a child under 4 years old is in the water, two staff members must supervise.

2. For swimming (more than 2 feet of water) the child/staff ratio is more strict EXCEPT that when 4 or more children are swimming, at least two adults must be present. The number of regular staff may be supplemented by parents or volunteers trained in the facility's procedures for supervising swimming.

-Swimming pools at or away from the facility, must:
 -have at least one lifesaving device for each 2,000 sq. ft. of water surface within a minimum of two devices for each swimming pool;
 -have drain grates that are in place, in good repair, and that cannot be removed without using tools;
 -not have pool chemicals that are accessible to children;
 -not have unlocked machinery rooms when the facility children are present;
 -be built and maintained according to the standards of the TX Natural Resources Conservation Commission and any other applicable state or local regulations.

-Swimming pools at the facility must be built and maintained such that unsupervised access to the pool will be prevented.

Transportation Policy

-The child/staff ratio for transporting children is:
 -One adult in addition to the driver must be present for each group of 4 children under two years of age;
 -For children 2 years old and older, the child/staff ratio is established by following the options in the regular classroom child/staff ratio.

-Each child being transported must ride in an infant carrier, child seat or seat belt, as appropriate to the child's age, size, and condition. This requirement applies to any vehicle used by or for the facility to provide transportation, with the exception of a bus with a gross vehicular weight rating (GVWR) of 10,000 pounds or more. This requirement applies to all transportation, including, but not limited to, to and from the facility, to and from the child's school, and on field trips.
 -all restraint devices must have been manufactured dynamically crash-tested according to federal standards and installed according to instructions provided by the manufacturer.
 -appropriateness of infant seat, child restraint, or seat belt is determined as follows (only one child may use each seat belt at a time):
  a. An infant who cannot sit up must be restrained in an infant carrier designed as a child passenger device;
  b. A child under two years of age who can sit alone must be seated in a child seat;
  c. A child age two or older must ride in either a child seat or in a seat belt.
 -a child may ride in a shoulder harness and seat belt if the shoulder harness goes across the child's chest and not across the child's face or neck.
 -the driver and all adult passengers in a vehicle transporting the children must be properly restrained by a seat belt when the vehicle is in motion.

-The following must be in the vehicle when children are being transported: a list of children being transported; first aid supplies; emergency medical treatment forms for each child being transported; a minimum of one operational fire extinguisher, approved by local or state Fire Marshal; safety secured in passenger compartment and accessible to the adult occupants.

Drop-In Child Care

-"Drop-in" child care is regulated; a separate set of minimum standards for drop-in care exists that sets health and safety standards and limits the hours and days a child can be in care.

Infant Care Programs

-There is not a separate set of standards for infant care, but the following requirements apply to children under 18 months-of-age:

1. Staff must talk to, hold, and play with the children.
2. Children in cribs, while awake, may remain in their cribs for up to one hour as long as they stay content and responsive.
3. Each child must be allowed to explore outside the crib or playpen each morning and afternoon.
4. A child not yet ready for table food must be fed a formula or diet approved in writing, signed and dated by the child's physician or parent, and dated as changes are made.
    a. Bottles must be clearly marked with the child's name.
    b. Bottles must never be propped; the child or adult must hold the bottle.
    c. Children up to 6 months of age must be held while being bottle-fed.
5. Children no longer being held for feeding must be fed in a manner that ensures their safety and comfort.
6. A staff member must always be in the room with the children.

Overnight Care Programs

-Special regulations include: applicable fire and safety requirements; staff awake at all times; appropriate sleep equipment.

-Data not available on number of centers providing overnight care.

Programs for Children with Disabilities

-No separate regulations exist.

School Age Programs

-There are individual standards in the day care standards that are specific to school-age care; a separate set of standards does not exist.

Sick Child Care Programs

-No separate regulations.

Subsidized Programs/Tiered Reimbursement Rates

-Contact the TX Workforce Commission (512) 936-3227.

-A Tiered Reimbursement is available for designated vendors who voluntarily meet a set of criteria that exceed minimum licensing standards and paid 5% higher rate as long as the 5% increase does not result in a rate that exceeds the vendor's published rate. Some local Workforce Development Boards provide bonuses and awards to designated vendors in lieu of increasing their daily rates.

Surveillance Camera Policy

-Regulations do not prohibit use of surveillance cameras.

Reporting Child Abuse and Neglect

-Statewide Child Abuse Hotline: (800) 252-5400.

-Licensing has its own specialized abuse/neglect investigations.

Parental Contacts

-Information available via the Internet on monitoring or inspections of licensed facilities at website: http:\\www.tdprs.state.tx.us

Local Contacts

-Local contact offices throughout the state can be found at the website:
http:\\www.tdprs.state.tx.us

New or Pending Legislation

-None.

UTAH (UT)

Information
Supplied by: Debra Wynkoop, Director
Bureau of Licensing
UT Department of Health
288 North 1460 West, Box 142003
Salt Lake City, UT 84114-2003
PHONE: (801) 538-6152
FAX: (801) 538-6325

Number and Definition of Regulated Programs

- **336** licensed centers, providing care to 5 or more children.
- Child care provided by a public, private or parochial educational institution is exempt from licensing; preschools are exempt unless they provide extended care.
- Includes 51 drop-in care (hourly), includes health clubs and spas (bowling alleys are exempt) and before and after school programs.
- Licensor to center ratio: 1:110 average caseload with a mixture of centers and family child care homes.

Requirements

- License required; statute does permit a two-year license.
- Licenses renewed through the mail include base fee of $35 plus $1.50 per child, deposited in the General Fund.
- Orientation required prior to licensure of a center; it includes coordination of licensing standards and child care resource and referral participation.
- Inspections required annually: fire safety (licensors cross trained and certified as fire inspectors); health (food sanitation - UT Dept of Health Food Service Sanitation Regulations - requires food handler's permit and compliance with USDA requirements);immunizations; background checks for all caregivers and volunteers required prior to initial licensing and annually with renewal.
  - "Deemed Status" - in lieu of licensing inspection for programs accredited by the National Association for the Education of Young Children, National Accreditation Commission for Early Care and Education Programs or National Early Childhood Program Accreditation.
- No person applying for center licensure may have been convicted of a felony; been found in violation of any local, state or federal law which arises from or is otherwise related to the individual's relationship to a child care facility; and none of the persons within the 5 years prior to the date of application had an interest in a licensed child care facility that has been closed as a result of a settlement agreement resulting from a license revocation; and none of the persons has been convicted of child abuse, neglect or exploitation.
- A provisional license may be issued for a probationary period not longer than 6 months; are not renewable.
- A conditional license may be issued; see Unannounced Inspection Policy below.
- No general liability or professional insurance required.
- Physical security of the child care center requires provider to establish policy and procedures.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 40 sq. ft.; outdoor area shall accommodate at least 33% of the licensed capacity at one time.
- Staff/child ratio: infant/toddlers (to 24 months) - 1:4; 2 year olds - 1:7; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:20.
- At least 2 caregivers shall be present when there are more than 6 children at a center or more than 2 infants present (includes naptime); at least 2 caregivers shall accompany children when leaving the center for activities; at least one member shall have current first aid and CPR.
- Group size delineations: 0-24 months shall not exceed 8; 2 years old shall not exceed 14; 3 year olds shall not exceed 24; 4 year olds shall not exceed 30. 5 year olds and older shall not exceed 35; variable age groups may not be larger than 25 children; ratios shall be determined by averaging the ages of children. The ratio for the youngest children shall be utilized if more than half of the group is composed of children in the youngest age group.
- Naptime ratios: children 24 months or older may be under the supervision of 50% of the caregiver to child ratio for not more than 2 hours if a means of communication is maintained with another caregiver who is also on-site.
- One person on duty is required to have child and infant CPR/first aid through the Red Cross, UT Medical Emergency Training Council, or a recognized equivalent, at all times.
- No information about the care of mildly ill children.
- State provides Consumer Product Safety Commission data on banned children's equipment via their website.
- Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care; injury prevention specialist reviews data for preventable injury.

Unannounced Inspection Policy

- All inspections are unannounced, including complaints; and are completed at least once a year and upon complaint.
- Statement of Finding issued within 10 days of inspection; Plan of Correction from caregiver submitted within 14 days; follow-up visit within 60 days of inspection.
- All deficiencies identified as Class I - immediate harm; or Class II - potential harm; Class III - operating without a license.
- Class I or II deficiencies may result in the issuance of a conditional license.
- The Department may order the immediate closure of any licensed or unlicensed child care facility if the health or safety of the children is in immediate jeopardy during the course of adjudicative proceedings.
- All deficiencies and Plan of Correction becomes public information.

Complaint Procedure

- Protocols developed for handling all complaints, prioritize complaints: 1 - serious threat, investigate within 24 hours; 2 - potential threat, investigate within 1 week; 3 - no threat, investigate within 30 days.
- Substantiated complaints require the issuance of Statement of Finding and Plan of Correction, becomes public information.

Staff Qualifications

- No state recommended salary schedule for center staff.
- Director must be 21 years of age with sufficient freedom from other responsibilities to manage the center, be on the premises during operating

hours, have a high school diploma or GED and one of the following: a BA or AA degree in Early Childhood or Child Development, or a BA in a related field with documented four courses of higher education completed in child development, or a national or state certification such as a CDA, National Administrator Credential, Certified Childcare Professional, or other credential that is equivalent.

- -Other staff: minimum age is 18 years old or graduated from high school or GED; aides permitted at age 16 but do not count in the ratios.
- -Required related experience in the job assigned or receive training; preservice orientation on job description, introduction and orientation to the children, which includes special conditions of the children; policy and procedures; reporting requirements for witnessing or suspicion of abuse, neglect or exploitation.

Staff Prescreening

- -Personnel health program requires a caregiver health inventory and evaluation to include caregiver's history of conditions that predispose him/her to acquiring or transmitting infectious disease or conditions which prevent the caregiver from performing certain assigned duties; includes policies for caregiver immunization components. Mantoux testing for screening TB required every two years, or as identified by the local health department.
- -Personnel records include: employment application, initial health evaluation, food handlers permit, criminal background screening report, results of TB screening, documented in-service training, documentation of related experience or on-the-job training completed; first aid or CPR certification.
- -Criminal records checks and child abuse and neglect checks go outside state lines.
- -FBI check required for new centers or staff with less than 5 years Utah residence.
- -Crimes that prohibit employment: all felonies; Class A and Class B misdemeanors against a person as a pattern of misdemeanors for the past five years.
- -Not required - AIDS, drug and alcohol tests; no requirement for measles or Hib immunizations for staff.
- -Conditional hiring prior to results of prescreening is allowed; length of time not specific.
- -Written references not required; accepted and used, particularly for directors.

Staff Training

- -Twenty hours of documented in-service training, at least 10 hours in-person in the following: principles of good nutrition, handwashing, OSHA and sanitation, procedures in administering medications, recognizing early signs of illness, accident prevention and safety principles, reporting requirements for communicable disease, reporting requirements for abuse, neglect, and exploitation, and positive guidance for the management of children.
- -If infant care is provided, in-service requirements include the following: shaken baby syndrome, sudden infant death syndrome, coping with crying babies, and development of the brain.
- -Directors shall establish written policies and monitor the facility to ensure that the use of tobacco, alcohol, illegal substances and sexually explicit material are prohibited.
- -At least one staff person who is certified in first aid and CPR is required to be present at all times.

-On-line training may be accepted for in-service requirements after review of the training qualifications. CPR on-line training accepted if testing for completion is done in person.

Child Documentation Policy

-Registration form, immunization record, health assessment, emergency contacts, parents information on center policy/procedures, other pertinencies such as restraining orders, transportation and medical treatment releases, medical records and attendance records required; for infants, a record of diapering, sleeping and bottle fed times.

-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children are required to be immunized, including Hib series, unless parents provide personal, medical or religious exemption.

Discipline Policy

-Requires clear-cut, positive guidance, and redirection that fosters child's ability to be self-directed.

-Prohibits the use of corporate punishment, restraining, use of abusive, demeaning language, withdrawal or threat of withdrawal of food, rest or bathroom opportunities; confining a child in an enclosed areas which is unsupervised.

-Written copy of discipline methods implemented shall be provided to parents.

Emergency Medical Consent Policy

-Instructions for emergency care provided by parents.

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of radon, asbestos or lead as a condition of licensure. Structures built prior to 1978 shall be tested for lead-based paint and if paint levels exceed 0.06% by weight, the structure must be remodeled.

-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

-Must comply with OSHA standards and universal precautions; required to have a OSHA Bodily Fluid Clean-UP Kit in van and on premises; diapering and handwashing.

-Firearms are not permitted.

-Child care facilities must comply with the Clean Air Act.

Medication Policy

-Regulations exist and rules established to ensure appropriate training and documentation is complied with. Nurse Practice Act would prohibit some delegation of activities to an unlicensed nurse.

National Life Safety Fire Code Policy

-Code has been adopted; exception is 1:4 ratio for infant care where immediate outside exit is available or room has automatic sprinklers.

Playground Policy

-Regulations exist for playground safety. UT uses the Handbook for Public Playground Safety by US Consumer Product Safety Commission as a standard.

-Regulations do not prohibit the use of trampolines at child'care centers.

Regulatory Process Subcontracting Policy

-UT subcontracts with local health departments for completion of food sanitation inspections and local fire authorities in cooperation, complete annual fire inspections.

Smoking Policy

-Smoking or use of tobacco is not permitted in any public building or child care facility licensed by the Department during the period of time a child is present in the facility.

Swimming Pool Policy

-Activities and ratios; swimming pools shall operate in accordance with R392-302.

Transportation Policy

-Vehicle must be registered and licensed; driver shall be licensed; all appropriate safety-belts and child seats required; special policies for transporting and picking up children from school.

-Smoking is not permitted at any time children are present in the vehicle.

-First aid kit and Bodily Fluid Clean-Up kit required at all times.

Drop-In Child Care

-New rules have recently been adopted regarding "drop-in" child care; copies available on website www.health.utah.gov/licensing.

Infant Care Programs

-Specific "infant" requirements within the statutes.

-Infants shall have physical and verbal stimulation every 30 minutes during waking hours; physical activity may not be confining an awake child to a single device such as a walker or swing; wheeled walkers not permitted.

-Baby food and formula brought from home shall be discarded within 24 hours, or after 2 hours from initiating feeding; babies unable to sit up must be held during bottle feeding.

-Infants must sleep on their backs and shall sleep in equipment designed for them such as a crib, bassinet, porta crib or play pen. Only one infant can occupy any one piece of equipment at any time.

-Infant areas shall maintain temperature of at least 70 degrees Fahrenheit at floor level.

-No information available on number of "infant only" centers.

Overnight Care Programs

-Extended day program standards being developed for 2003 have been put on hold.

Programs for Children with Disabilities

-Drafting new standards to be adopted in 2003 have been put on hold.

School Age Care Programs

-New standards being developed to be implemented in 2003 have been put on hold.

Sick Child Care Programs
-No specific special standards.

Subsidized Programs/Tiered Reimbursement Rates
-Contact Department of Workforce Services, Office of Child Care, 140 East 300 South, Salt Lake City, UT 84111; phone (801) 531-3780.
-Career Ladder is a program by the Office of Child Care that provides cash bonuses to Child Care Providers for the amount of training they receive. For example: If the center has 5 or 6 classrooms, full-time caregivers in at least 3 of them have the required certification.
-Licensed centers who have current NAEYC or NCCA accreditation and who have no licensing sanctions, class I defeciencies, or substantiated complaints for the past year qualify for a Ten Star rating and a bonus of $1000.

Surveillance Camera Policy
-None.

Reporting Child Abuse and Neglect
-Call (800) 678-9399, all law enforcement agencies, number identified for 24-hour call within the Division of Child and Family Services.

Parental Contacts
-Information not available via Internet on monitoring or inspections of licensed facilities. File checks completed at parent request, call 1-800-287-3704 or in Salt Lake City 538-6152.

Local Contacts
-Debra Wynkoop, Director, (801) 538-6152.

New or Pending Legislation
-New: 2003 modify definition to permit children up to age 12 and children with disabilities up to age 18 to receive care at child care centers.

VERMONT (VT)

Information
Supplied by:
Coleman Baker, Chief
Child Care Licensing
Child Care Services Division
103 South Main Street
Waterbury, VT 05671-2401
PHONE: (802) 241-2158
FAX: (802) 241-1220

Number and Definition of Regulated Programs

- **623** licensed centers (includes 100 licensed preschools and schoolage programs).
- Day care center and preschool category; all are known as Early Childhood Programs with same regulations.
- Number includes nursery schools, prekindergartens and religiously affiliated centers, Pre-K programs located in or sponsored by public schools and non-recurring child care settings at ski areas and shopping malls.
- No regulations for child care facilities at health clubs, spas, bowling alleys, etc. while parents are on the premises.
- Licensor to center ratio: 1:275; responsible for a mixture of centers and family child care homes.

Requirements

- License required; preapproval inspection required; annual renewal required; no license fee.
- No orientation required prior to licensure of a center.
- Fire safety and building code inspections only at initial licensure and upon complaint.
- Regular general liability insurance required in an unspecified amount; if transporting children, the PD, BI and liability insurance required; professional liability insurance not required.
- Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:5; preschool - 1:10; school age - 1:13; mixed age groups - lowest ratio.
- Naptime staff/child ratios: same as above; no change.
- Group size delineations: maximum number of children assigned to a teacher/caregiver or team of staff members who meet together regularly and can be identified with one another as being distinct from the larger population of children in care.
- All paid staff must have CPR training.
- Regulations do not allow for care of mildly ill children in centers.
- State does not disseminate to centers Consumer Product Safety Commission data on banned children's equipment, however, materials relevant to children's products are reviewed at staff meetings.

-Regulations require centers to report to licensing a missing child or a child's injury that requires medical care, but not a death of a child.

Unannounced Inspection Policy

-Two unannounced monitoring visits each year, unless warranted more often.

Complaint Procedure

-Immediate closing of a center (suspension) required if children are in imminent peril; otherwise infraction determines how long center has to come into compliance: immediately to 90 days.

-Resource and referral agencies notified when a center is closed or if revocation intention is sent.

-All complaints against a center that allege a regulatory violation (anonymous or otherwise) are investigated.

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirement for working in a center is 18; minimum is 16 in school age programs when within sight or earshot of a qualified adult caregiver; 17 for vo-tech child care students/graduates.

-All staff shall be knowledgeable in administering basic first aid, injury prevention and emergency readiness.

-Compliance with ADA in staff hiring involves providing information to administrators.

Staff Prescreening

-All staff are required to be prescreened by VT child abuse clearance and VT criminal records background check.

-Crimes that prohibit employment: most felonies and offenses of violence or unlawful sexual activity.

-Not required - fingerprinting, TB skin test, chest x-ray, medical exam, AIDS test, Hib and measles immunizations, and drug/alcohol tests; no recent change in TB screening policy.

-Three written references or notes taken in telephone interviews required from non-related persons.

-Temporary substitutes must have 3 references prior to 4th day of assignment.

Staff Training

-Preservice education and experience required for center directors, lead/head teachers, and teachers; assistants must complete 30 hour course in child development within one year of commencing employment; no requirements for the dietician and kitchen staff.

-12 hours in-service training is required annually for staff.

-12 hours for the director and head teacher.

-No on-line training is accepted for in-service training requirements.

Child Documentation Policy

-Written information required for child enrollment.

-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children required to be immunized; Hib required.

Discipline Policy
-Corporal punishment prohibited.

Emergency Medical Consent Policy
-Written consent required, but form does not have to be notarized.

Environmental Policy
-Facilities are required to be tested for the presence of asbestos and lead as a condition of licensure; in buildings constructed prior to 1978 essential maintenance practices must be performed annually to protect children from hazards associated with lead paint; no requirement for testing for radon.
-There is state financial assistance for inspection in child care facilities for asbestos and lead but not for radon.

Medication Policy
-Regulations restrict centers in administering over the counter and prescription medications and other health related procedures. Regulations require a defined protocol for each child for whom these procedures are necessary.

National Life Safety Fire Code Policy
-Adopted; if new construction, 1996 BOCA; for existing, NFPA 101 Life Safety Code 1997.

Playground Policy
-Regulations exist for playground safety including cushioning materials and fall zones.
-Regulations do not prohibit use of trampolines at child care facilities.

Regulatory Process Subcontracting Policy
-VT does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy
-Smoking is prohibited on the premises or in view of the children.

Swimming Pool Policy
-Guidelines include: prior written permission, lower child/staff ratios; pools must be fenced and equipped with special locking devices.
-Child/staff ratio affected: Non-schoolage children are 1:2 if no lifeguard is present or 1:4 if lifeguard is present and dedicated to group; 1:6 for schoolagers if no lifeguard dedicated to group; 1:12 if lifeguard is dedicated to schoolagers group.
-Staff not required to have Red Cross lifesaving training.

Transportation Policy
-Numbers, seatbelts, car seats required.

Drop-In Child Care
-Separate regulations exist for "drop-in" child care; not applied to "Health Clubs".

Infant Care Programs
-Smaller staff/child ratio and comfortable multi-sized seating required in infant

areas; toileting and highlights of child's day reported to parents each day.
-No centers provide care to "infants only," however, this is not prohibited by state regulation.

Overnight Care Programs
-Special regulations for overnight care.
-No centers provide overnight care, but not prohibited by regulation.

Programs for Children with Disabilities
-Staff must know how to respond to particular child.
-Compliance with ADA in providing services to children involves bringing information to the staff.

School Age Care Programs
-Separate regulations exist for programs providing care for school age children.

Sick Child Care Programs
-No care permitted for sick children in centers.

Subsidized Programs/Tiered Reimbursement Rates
-Contact Child Care Services Division, 103 South Main St., Waterbury, VT 05671-2901; (802) 241-3110.
-A 15% pay differential is paid to programs accredited by NAEYC and NCCA.

Surveillance Camera Policy
-Regulations do not address use of surveillance cameras, therefore their use is not prohibited.

Reporting Child Abuse and Neglect
-Call (802) 241-2131.

Parental Contacts
-Information not available via the Internet on monitoring or inspections of licensed facilities. Information for the previous twelve months pertaining to all substantiated violations is available to parents over the phone by calling the Child Care Consumer Concern Line (in Vermont) 1-800-540-7942.

Local Contacts
-No information provided.

New or Pending Legislation
-None.

VIRGIN ISLANDS (VI)

Information Supplied by:
Leitha E. Cummings, Coordinator
Child Care Regulatory & Volunteer Services
Department of Human Services
3011 Golden Rock
Christiansted, St. Croix, VI 00820
PHONE: (340) 773-2323 ext 2022
FAX: (340) 773-6121

Number and Definition of Regulated Programs

- -**234** licensed centers.
- -Includes nursery schools, preschools, prekindergartens and religiously affiliated centers; certification required government centers.
- -No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
- -Licensor to center ratio: 1:65; licensors also responsible for family child care and group and residential facilities.

Requirements

- -License for private centers; preapproval inspection required.
- -License renewed annually; certificates renewed biennially; fee is based on total capacity of center, scale of $25 to $125, annually or biennially; fees used for training and other activities.
- -Orientation required prior to licensure of a center which includes a complete licensing study and consultation about rules and regulations.
- -Provisional licenses may be issued, but not valid for more than six months.
- -Fire safety and sanitation inspections required annually; building code inspections required initially.
- -General and/or professional liability insurance not required.
- -Physical security of the child care facility (such as a card access system) is not addressed.

Regulations

- -Space requirements per child: indoor - 25 sq. ft.; outdoor - 45 sq. ft.
- -Staff/child ratios: 2-3 years - 1:8; 3-4 years - 1:9, 4-5 years - 1:11; school age - 1:12; mixed ages - determined by age of youngest child.
- -Children under 2 years of age not permitted in centers.
- -Naptime staff/child ratios: same as above; no change.
- -Group size delineations: if mixed age groups - 2-6 years (maximum group size - 8); 3-6 years (maximum group size - 9); 4-6 years (maximum group size - 20); 6-14 years (maximum group size - 24); and 8-14 years (maximum group size - 30); if homogeneous grouping - 2-3 years (maximum group size - 8); 3-4 years (maximum group size - 18); 4-5 years (maximum group size - 22) and 5-6 years (maximum group size - 24).
- -Regulations do not allow for the care of mildly ill children in centers.
- -State Division of Consumer Affairs disseminates Consumer Product Safety Commission data on banned children's equipment to all child care facilities.
- -Regulations require centers to report to licensing the death of a child, a

missing child, a child's injury that requires medical care. Information used for investigations purposes and is shared with inter-related departments.

Unannounced Inspection Policy

-At least 2 inspections per year must be unannounced; all others may be announced or unannounced.

Complaint Procedure

-Are policies which require immediate closing of a center.
-Length of time center has to come into compliance depends on severity of violation.
-No formal resource and referral agencies.
-Complaints registered against a center are investigated.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for center director - 21; minimum age requirement for staff - 18.
-At least one staff person must be certified in CPR/first aid with annual recertification.

Staff Prescreening

-Staff required to be prescreened by child abuse clearance, criminal background check, and TB skin test; chest x-ray required if indicated; no recent change in TB screening policy; medical examination required if staff member is over age 60; no information on requirement for measles or Hib immunizations.
-Crimes that prohibit employment: sexual offenses, drug offenses, felony offenses
-Not required - fingerprinting, AIDS, drug and alcohol tests.
-3 written references from unrelated persons required for center staff.
-Conditional hiring not allowed.
-Substitutes must meet same requirements as staff.

Staff Training

-Center Director must have a BA in Early Childhood Education.
-Teaching staff required to have AA in ECE and 3 years experience working in an early childhood program; high school diploma for the dietician and kitchen staff.
-In-service training required twice a year for teaching staff.
-Special training required for care of children with disabilities.
-No special training for sick child or drop-in care.
-No on-line training accepted for in-service or CPR training is accepted.

Child Documentation Policy

-Center must maintain a record on each enrolled child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children required to be immunized.
-Immunization required as part of annual health examination, including Hib.

Discipline Policy

-Corporal punishment is prohibited.

Emergency Medical Consent Policy
-Written consent required, but does not have to be notarized.

Environmental Policy
-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for radon, asbestos, or lead.

Medication Policy
-Regulations state than over-the-counter or prescription medications or other medical procedures may be administered with parental written consent and instructions; medications must be labeled with child's name, physician's name as well as expiration date of medicine.

National Life Safety Fire Code Policy
-Has not been adopted.

Playground Policy
-Regulations have specific standards for playground safety.
-Regulations do not prohibit the use of trampolines at child care centers.

Regulatory Process Subcontracting Policy
-VI does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy
-Smoking is prohibited in child care centers.

Swimming Pool Policy
-At least one adult holds current life-saving certificate, other staff members who can swim.
-Children must be supervised while in the water.
-Child/staff ratio not affected.

Transportation Policy
-Special regulations concerning the transportation of children included.

Drop-In Child Care
-"Drop-in" child care is not regulated.

Infant Care Programs
-No infant care (children under age 2 years) permitted in centers.

Overnight Care Programs
-Special additional rules and regulations.
-There is one program providing overnight care.

Programs for Children with Disabilities
-Special additional rules and regulations.

School Age Care Programs
-Separate regulations do not exist.

Sick Child Care Programs
-Regulations to care for ill children do not exist.

Subsidized Programs/Tiered Reimbursement Rates
-Licensed facilities may register with the Department of Human Services for participating in Child Care and Development Block Grant certificate program.

Surveillance Camera Policy
-Regulations do not address surveillance cameras.

Reporting Child Abuse and Neglect
-Call (809) 773-9272, (809) 776-3966, (809) 774-0930 or (809) 773-2323.

Parental Contacts
-No information available via the Internet on monitoring or inspections of licensed facilities.

Local Contacts
-Velven Samuel, Director
Office of Child Care Regulatory
and Volunteer Services (OCCRVS)
Dept. of Health & Human Services
1303 Hospital Ground
St. Thomas, VI 00802
809-774-4181
809-774-3466 (fax)

Leitha Cummings
Licensing Coordinator
Dept. of Human Svs.
3011 Golden Rock
Christiansted, St. Croix 00820
340-773-2323 X 2022
340-773-6121 (fax)

New or Pending Legislation
-Regulations have been revised; public hearings were held, a grace period for additional concerns or questions have been given through 1-31-02. Will be submitted for Governor's signature and approval at that time.

VIRGINIA (VA)

Information
Supplied by: Arlene Kasper
Program Development Supervisor
DSS, Division of Licensing Programs
Theater Row Building
730 East Broad Street
Richmond, VA 23219-1849
PHONE: (804) 692-1791
FAX: (804) 692-2370

Definition and Number of Regulated Programs

- **2,573** licensed centers [with a capacity of 221,864].
- Includes child care centers, nursery/preschools, and hospital operated centers.
- Religiously affiliated centers may choose voluntarily to be licensed, but are otherwise exempt. Currently there are 859 religiously exempt centers.
- Accredited preschools that meet certain criteria can go through a certification process instead of licensure.
- No regulations for child care facilities, for 3 hours or less per day per child, in commercial or recreational establishments, i.e. health clubs, spas, bowling alleys, etc. when parents can be contacted and resume responsibility for child within 30 minutes and parents are participating in activities offered by the establishment. (Not employees children unless working less than 2 hours a day.)
- Licensor to center ratio: Recommended caseload of 1:60 for centers and 1:100 for family child care homes, inspectors may have mixed caseloads.

Requirements

- License required; preapproval inspection required.
- Licenses renewed up to two years; fees based on capacity and range from $14 - $200; fees used for provider training.
- Orientation prior to licensure of a center is not mandated but a voluntary preservice training is available which includes fundamentals of business; the licensing process and resources and referrals.
- Fire safety inspections required annually; water, sewage and food service inspections required annually; building code inspections required initially; asbestos inspection required one time.
- General liability insurance required with a minimum of $500,000 each occurrence; if transporting children, must be insured with the minimum limits as established by State Statutes; professional liability insurance not required.
- Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- Space requirements per child: indoor - 25 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants -1:4; young toddlers - 1:5; 2 and 3 year olds - 1:10; 4 year olds - 1:12; schoolage - 1:20; mixed age groups - ratio for youngest child applies; "balanced mixed-age groupings" of children ages 3-6 years - 1:15. Balanced mixed-age grouping means a program planned for 3-5 year-old children in which the enrollment in the group is comprised of 1/3 of each

of three ages and is designed for children and staff to remain together with turnover planned only for the replacement of graduating older children with incoming younger children.
-More restrictive staff/children ratios for centers falling under the definition of a therapeutic child development program.
-Naptime staff/child ratios: ratios may double (for children 16 months old to age of eligibility to attend public school) if: (1) staff person is in sight and sound of resting children (2) staff are within facility and available to assure safe evacuation in an emergency (3) additional person is present if necessary.
-Group size delineations: none.
-Centers must have at least one staff person on the premises during all hours of operation and at least one person on field trips and wherever children are in care who has current certification in first aid, CPR and rescue breathing from the American Red Cross, American Heart Association, National Safety Council, or other designated program approved by the Department of Social Services.
-Primitive camps must have a staff person on the premises during the hours of operation who has successfully completed at least first responder training within the past 3 years.
-Care of mildly ill children in centers may occur if centers have applied for and received an allowable variance on 22 VA 15-30-570.
-State occasionally distributes Consumer Product Safety Commission data on banned children's equipment to child care facilities. Information used as technical assistance tool by licensing inspectors; when appropriate also used in standards development.
-Regulations require a center to notify licensing on the death of a child, or a missing child; not required to notify when a child's injury required medical care. Used in investigations to determine compliance with appropriate licensing regulations.

Unannounced Inspection Policy
-At least one announced and one unannounced visit per year.

Complaint Procedure
-No policies require immediate closing of day care centers; any noncompliance that is cited constitutes a warning.
-Length of time center has to come into compliance depends on circumstances. Sanctions may be imposed, including: (1) Reduce capacity; (2) restrict new admissions; (3) require training; (4) deny renewal of license (5) revoke current license; (6) place on probation; (7) require probationary status announcements, provisional licenses and denial or revocation notices be posted; (8) assess civil penalties of not more than $500 per inspection; (9) require licensee to contact custodial parents or guardian in writing regarding health and safety violations, and (10) prevent licensee from receiving public funds.
-No process for notifying resource and referral agencies when a center is closed, but they may contact state agency for directory of currently licensed centers.
-Complaints, written or oral, registered against a center are responded to.
-Hotline established: 1-800-543-7545 to report complaints and concerns; includes information on: process of becoming a licensed child care center; voluntary registration information how to become a Family Day Home provider; training programs offered; obtaining statewide and regional lists of regulated programs; information on how to obtain/access materials on Selecting and Monitory Child Care Facilities; and The Virginia Child Care Scholarship Program.

Staff Qualifications

- No state recommended salary schedule for center staff.
- Minimum age requirement for center program directors is 21, program directors of short term centers for only school-age children can be as young as 19 years if the director has daily supervisory contact by a person at least 21 years of age who meets one of the program director qualification options; minimum age for staff working with children other than aides is 18; minimum age for aides is 16.
- Compliance with ADA in staff hiring.

Staff Prescreening

- Staff required to be prescreened with criminal records background check; need to provide documentation of being free of TB in a communicable form upon initial employment and a tuberculosis examination every two years.
- Sworn disclosure statement must be completed for certain crimes/abuse/neglect within or outside of Virginia prior to employment.
- Crimes that prohibit employment: felony offenses within the past 5 years, sexual offenses, drug offenses, child and adult abuse and neglect, and others.
- Child abuse clearance required for staff hired on or after July 1, 1998.
- Not required: chest X-ray, medical examination, AIDS test, Hib and measles immunizations and drug, alcohol tests.
- Conditional hiring is allowed: 21 days for TB test, 30 days for criminal background check, and child abuse clearance.
- Require two references from previous employers or other knowledgeable and objective sources - need not be in writing.
- Centers shall maintain the ratio by temporary or substitutes; any employee and certain volunteers coming in contact with children must have TB test, criminal record check, child abuse clearance, training and meet general qualifications.

Staff Training

- Directors: 21 years of age plus: graduate degree in child related field and 6 months programmatic experience; or B.A. in a child related field and 1 year programmatic experience; or 48 semester hours in a child related field and 1 year programmatic experience; or 3 years programmatic experience with 1 year staff supervisory experience and high school diploma, GED, or home school program. Experience must be in a center with a staff training program that meets certain requirements; or 2 years programmatic experience with 1 year staff supervisory experience plus one of the following: 1 year (30 credit) Early Childhood Certificate; or child development credential by an organization approved by the department; or certification of qualification from an internationally or nationally recognized Montessori organization. [Experience must be in a regulated program. In programs exclusively for children with disabilities, the education and experience must be in the group care of children with disabilities. In short-term programs for only school age children, the director may be between 19 and 21 years of age if certain requirements are met.]
- Child care supervisors: 18 years of age and meet the program director qualifications or have 3 months of programmatic experience plus one of the following: one year Early Childhood Certificate or a child development credential by an organization approved by the department or a teaching diploma from an internationally or nationally recognized Montessori organization; or 6 months of programmatic experience, high school diploma, GED, or home school program, plus 12 hours minimum of training related to the care of children. [Experience must be in a regulated program. In programs exclusively for children with disabilities, at least 3 months of experience must be in the group care of

children with disabilities. In short term programs, supervisors may have only one season of programmatic or general experience.]

-For aides, dietician or kitchen staff, general qualifications for prescreening health and orientation. (Aides must be at least 16 years of age.)

-8 hours annual in-service training required for staff working with children.

-No special training required for infant care, sick child care, or drop in care.

-Staff working with children in programs exclusively for children with disabilities must obtain more training.

-On-line training is accepted for in-service training requirements if the on-line course is taught by an accredited college or university. On-line CPR training is accepted if issued by one of the organizations listed in the standards or approved by the Department of Social Services.

Child Documentation Policy

-Center must have on each enrolled child: name; sex; birth date; parents names and addresses; home phone number(s); name and phone number of child's physician; names, addresses and phone numbers of two designated emergency people; parents work numbers and place of employment; allergies; intolerance of substances and action to take in an emergency; names of persons authorized to pick up child; also child's grade level in school and name of school program, if applicable; daily attendance; immunization record; general health information; chronic physical problems and pertinent developmental information and any special accommodations; various agreements or authorizations; enrollment and termination dates; documentation of viewing proof of the child's identity and age; and previous child care and school attendance.

-No provision for screening children for blood lead level prior to acceptance into a licensed child care program. [Effective 7-1-01 parents shall have their children tested for elevated blood-lead levels or obtain a determination that the child is of low risk for elevated blood-lead levels.]

Child Immunization Policy

-Immunizations required, including Hib (if child is under 30 mos. of age at the time of enrollment); required by VA Health Code.

Discipline Policy

-Behavioral guidance shall be constructive in nature, age and stage appropriate and shall be intended to redirect children to appropriate behavior and resolve conflicts.

-No form of corporal punishment may be used; a child may not be subjected to any injurious treatment or discipline methods which create undue discomfort or mental distress.

Emergency Medical Consent Policy

-Written consent required unless a parent states an objection, but form does not have to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of lead or radon as a condition of licensure; asbestos inspection required for centers located in facilities under construction prior to 1978.

-The Department has no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon. Local departments of health can do free inspections for lead.

Medication Policy

-Regulations do not prohibit centers from dispensing over the counter or prescription medications; must have written parental permission with medication properly marked and labeled with instructions.

National Life Safety Fire Code Policy

-Has not been adopted.

Playground Policy

-Regulations have specific rules regarding playground safety, including use of resilient surfaces; swings, sandboxes; and free of hazards.

-Regulations do not prohibit use of trampolines in child care centers.

Regulatory Process Subcontracting Policy

-VA does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-Smoking is prohibited inside a center that is not used for residential purposes, and inside a center in residential areas or outside the center when in the presence of children.

Swimming Pool Policy

-Specific guidelines for swimming and wading activities are found in 22 VA 15-30-540, 22 VA 15-30-550 and 22 VA 15-30-560 of the Minimum Standards for Licensed Child Day Centers.

-Child/staff ratio remain the same; senior lifesaver/instructor not counted in ratio; must have 2 staff supervising children during swimming/wading activities.

-If swim area depth is more than 2 feet, instructor must hold a current certificate issued by either Red Cross, YMCA, Boy Scouts, etc. in water safety. (Not limited to Red Cross Certificate).

Transportation Policy

-Centers must provide parents with transportation safety policies when transportation is provided.

Drop-In Child Care

-The Code of Virginia describes which programs need to be licensed and which are exempt. There is no specific exemption for "drop-in" care, although some programs may not need to be licensed because of other exemptions (such as days in operation or period of time a child is in care).

Infant Care Programs

-No separate regulation, but within the regulation there are special requirements for centers serving infants.

-Two centers offer care for infants only; three centers offer care from infancy through 2 years of age.

Overnight Care Programs

-There is no separate regulation for overnight care, but within child day care center regulation there are special requirements for overnight care.

-Number of centers providing overnight care not available.

Programs for Children with Disabilities

-American Disabilities Act now requires mainstreaming.
-Special requirements for programs only serving children with disabilities.

School Age Programs

-No separate regulation exists, but within the child day care center regulation there are special requirements for school age children.

Sick Child Care Programs

-No separate regulation, but have licensed several of these programs through a allowable variance or waiver process.

Subsidized Programs/Tiered Reimbursement Rates

-Contact Division of Service Programs, DSS, 730 East Broad Street, Richmond, VA 23219-1849 - Mary Ward (804) 692-1616.
-No tiered reimbursement program at this time.

Surveillance Camera Policy

-Regulations do not address use of surveillance cameras.

Reporting Child Abuse and Neglect

-Call (800) 552-7096.

Parental Contacts

-No information available via the Internet on monitoring or inspections on licensed facilities.

Local Contacts

-Central Regional Office
Wythe Building, Suite 130
1604 Santa Rosa Road
Richmond, VA 23229-5008
Phone (804) 662-9743

-Northern Regional Office
170 West Shirley Ave, Suite 200
Warrenton, VA 20186
Phone (540) 347-6345

-Eastern Regional Office
Pembroke Office Park
Pembroke IV Office Bldg, Suite 300
Virginia Beach, VA 23462-5496
Phone (757) 491-3998

-Piedmont Regional Office
Commonwealth of Virginia Bldg.
210 Church Avenue, SW, Suite 100
Roanoke, VA 240-1779
Phone (540) 857-7971

New or Pending Legislation

-New: SB 596; Qualification of Center Program Leaders and Child Care Supervisors at Licensed Centers. Provides that individuals directly supervising children in licensed child day centers may possess an approved credential awarded by an accrediting authority. Accrediting authorities include: National Assn. for the Education of Young Children; National Academy of Early Childhood Programs; Assn. of Christian Schools International; American Assn. of Christian Schools; National Early Childhood Program Accreditation; National Accreditation Council for Early Childhood Professional Personnel and Programs; International Academy for Private Education; American Montessori Society; International Accreditation and Certification of Childhood Educators, Programs and Trainers; National Accreditation Commission; VA Community College System or other institutions of higher learning or its equivalent as determined by the Dept. of Social Services.

WASHINGTON (WA)

Information
Supplied by:
Elizabeth Egge, Program Manager
Division of Child Care and Early Learning
Department of Social & Health Services
P.O. Box 45480
Olympia, WA 98504-5480
PHONE: (360) 413-3292
FAX: (360) 413-3482

Number and Definition of Regulated Programs

-2,219 licensed centers.
-Preschools and kindergartens are specifically exempted by statute.
-Religiously affiliated centers are included.
-No regulations for child care facilities in health clubs, spas, bowling alleys, etc. while parents are on the premises.
-Licensor to center ratio: 1:84.

Requirements

-License required; preapproval inspection required.
-Licenses are renewed every 3 years; license fee is $4 per child per year; fee goes into the State's general fund.
-Orientation is required prior to licensure of a center which includes: statutory and minimum licensing requirements, procedures for obtaining a license, health and safety issues; business practices and more.
-Fire safety and health inspections required every 3 years.
-Proof of liability and medical insurance is required for centers transporting children. General and/or professional liability insurance not required.
-Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

-Space requirements per child: indoor - 35 sq. ft. & 50 sq. ft. for infants under one year; outdoor - 75 sq. ft.; outdoor space may be less if children rotate play (use of area).
-Staff/child ratios: infants - 1:4; toddlers - 1:7; preschoolers - 1:10; school age - 1:15; mixed age groups - ratio designated for youngest child.
-Naptime staff/child ratios: no change from above, but staff may perform additional activities during naptime.
-Group size delineations: 1-11 months (maximum group size - 8); 12-29 months (maximum group size - 14); 30 months-5 years (maximum group size - 20); and 5 years and older (maximum group size - 30).
-Regulations permit the care of mildly ill children with special guidelines from the Department of Health.
-State licensors receive Consumer Product Safety Commission data on banned children's equipment electronically; child care facilities are given the CPSC website address to download the information.
-Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care.

Unannounced Inspection Policy

-Occur occasionally, usually in response to complaints; goal is to provide annual monitoring.

Complaint Procedure

-Complaints registered against a center are prioritized; a summary suspension is used for serious health and safety violations which place children in imminent danger.
-Length of time center has to come into compliance depends on the deficiency; probationary licenses can be issued in cases of a pattern of deficiencies.
-Resource and referral agencies are notified when facility is being investigated for possible child abuse/neglect or when a letter of intent to suspend or revoke is sent.
-Complaints are traced in complaint module of automated information system.

Staff Qualifications

-No state recommended salary schedule for center staff.
-Minimum age requirement for director is 21; minimum age requirement for all other staff is 18 years old.
-An assistant, not to be left alone with children, can be 16 years old.
-Compliance with ADA in staff hiring involves: training; a review form for licensing; a self-evaluation form for providers; and posters, etc.

Staff Prescreening

-Staff required to be prescreened by child abuse clearance, criminal records background check, TB skin test; chest x-ray is required if TB test is positive; no recent change in TB screening policy; fingerprinting is now required for licensee, staff, and volunteers who have not lived in WA for 3 years.
-Criminal records checks go outside state lines if a person has lived in WA for less than 3 years.
-Crimes that prohibit employment: felony offenses, crimes of violence and sexual offenses.
-Not required - medical examination, AIDS test, Hib and measles immunizations, and drug and alcohol tests.
-Conditional hiring is allowed; must submit request for background check within 7 working days of hiring.
-3 written references required.
-No special policies regarding the use of temporary substitutes.

Staff Training

-Preservice education and experience required for center directors and/or program supervisors and lead/head teachers; no requirements for assistant teachers, teacher aides, or the dietician and kitchen staff.
-Annual in-service training required for center staff, but staff and volunteers must be oriented to regulations, policies and procedures.
-No special training required for infant care, care of children with disabilities, sick child care, or drop in care.
-CPR/first aid and HIV-AIDS training are separate preservice and/or in-service training requirements.
-On line is accepted for "20 Hour Basic Guidebook" training and yearly "one credit/or 10 clock hours" if the training is approved by the State Training and Registry System (STARS). CPR on-line training is not accepted.

Child Documentation Policy

-Enrollment forms on file in center for each child.

-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-Enrolled children must be immunized; administrative code requires a certificate of immunization status be on file for each child in care; includes Hib immunization; immunization forms allow for parents to choose not to immunize their child.

Discipline Policy

-Corporal punishment is prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of lead, asbestos or radon as a condition of licensure.

-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Medication Policy

-Regulations require centers giving children over the counter and prescription medications and miscellaneous health practices; must have parents written permission; prescription medication must be in original container with doctors instructions.

National Life Safety Fire Code Policy

-Has not been adopted; WA uses the Uniform Building Code.

Playground Policy

-Current regulations have minimal standards for playground safety including: arrangement, design, construction, maintain equipment and ground cover to prevent injury. Regulations are being revised. Recommendation: ASTM standards will be enforced.

-Regulations prohibit the use of trampolines in child care centers.

Regulatory Process Subcontracting Policy

-WA law mandates part of the child care center regulatory process to two additional agencies: the health inspection to the Department of Health and the fire safety inspection to the Fire Marshal, each required every 3 years.

-Dept. of Health surveyors will be joining DSHS staff at the newly created child care division.

Smoking Policy

-Smoking is prohibited in child care centers.

Swimming Pool Policy

-Requirements for swimming pools include a certified lifeguard must be present.

-Child/staff ratio not affected.

-No staff requirement for Red Cross lifesaving training.
-Pool must be fenced.

Transportation Policy

-Regulations concerning the transportation of children exist.

Drop-In Child Care

-A program which needs to be licensed may choose to do drop-in care. Programs where parents are "on site" (such as a gym or grocery store), do not need to be licensed and may provide unregulated drop-in care.

Infant Care Programs

-Specific sections within requirements exist for centers which service infants.
-Centers caring for infants are required to obtain consultation from a nurse.
-No centers provide care to "infants only."

Overnight Care Programs

-For the center offering child care during the evening and nighttime hours, the licensee shall adapt the program, equipment, and staffing pattern to meet the physical and emotional needs of the child away from home at night.
-The licensee shall maintain the same staff-to-child ratio in effect during daytime care. At all times, including sleeping hours, staff shall keep the child within continuous visual or auditory range.
-The licensee shall arrange child grouping so the sleeping child remains asleep during the arrival or departure of another child.
-Number of centers providing overnight care unknown.

Programs for Children With Disabilities

-Non-discrimination is required.
-Compliance with ADA in providing services to children is responsibility of EEOC.

School Age Care Programs

-Separate regulations for school age child care exist.

Sick Child Care Programs

-No separate requirements.

Subsidized Programs/Tiered Reimbursement Rates

-Contact Rachel Langen, Work First Division, 1009 College Street, P.O. Box 45480, Lacey, WA 98504-5480; (360) 413-3209.
-Tiered riembursement program currently in progress, but is not yet in place.

Surveillance Camera Policy

-Regulations do not address the use of surveillance cameras, however, some centers do have them.

Reporting Child Abuse and Neglect

-General public can call 1-866-363-4276.

Parental Contacts

-Information is available via the Internet on monitoring or inspections of licensed facilities at their website: www.wa.gov.dshs/dccel. Also you can call toll-free 1-866-48-CHECK for this information.

Local Contacts

-State Office
Division of Child Care and Early Learning (DCCEL). 1009 College Street.
P.O. Box 45480. Olympia. WA 98504-5700 (360) 413-3209 FAX (360) 413-3482
-Region 1
Spokane DCCEL. B32-21. 1313 N.Atlantic Street. Suite 2000. TAF C-38. Spokane.
WA 99201 (509) 363-3308 FAX (509) 363-4604
-Region 2
Yakima/Toppenish DCCEL. B39-10. 1002 N. 16th Avenue. Yakima. WA 98909
(509) 225-6274 FAX (509) 575-5612
-Region 3
Everett/Smokey Point DCCEL. N31-9. 840 N. Broadway. Bldg. A. #540. Everett. WA
98201. (425) 339-4771 FAX (425) 339-3855
-Region 4A
Seattle CSU DCCEL. N56-1. 2809 26th Avenue South. Seattle. WA 98144
(206) 721-6875 FAX (206) 721-6969
-Region 4B
King South DCCEL. N43-4. 1313 West Meeker. Suite 102. Kent. WA 98035
(253) 872-4033 FAX (253) 872-2780
-Region 5
Tacoma DCCEL. N27-2. 1949 S. State Street. Tacoma. WA 98405
(253) 983-6417 FAX (253) 597-3640
-Region 6
Olympia DCCEL. P.O. Box 45716. 5000 Capitol Blvd.. Room 206. Olympia. WA
98504-5716 (360) 236-7045. FAX (360) 586-9021

New or Pending Legislation

-None.

WEST VIRGINIA (WV)

Information
Supplied by: Mary M. Anderson, CCL Supervisor
Department of Health & Human Resources
P.O. Box 1877
Clarksburg, WV 26302-1877
PHONE: (304) 627-2117
FAX: (304) 627-2119

Number and Definition of Regulated Programs

- **606** licensed centers, including Head Start Programs and preschools, & priate schools who request licensing and some out of state licensed centers. (WV's responsibility is to contact boarder states to assure of current license status and entry into the data base for payment purposes.
- Due to passing of Universal Pre-K (4 year olds) we are beginning to license these programs also. They must be licensed and part of a collaboration; this may include religiously affiliated centers.
- Nursery, preschools and prekindergartens not included, unless operated more than 4 hours a day or if they decide to be part of the 4 year old (Pre-K) program.
- Religiously affiliated centers are not included, unless they operate full days, 5 days a week for more than 30 consecutive days.
- Child care facilities in health clubs, spas, bowling alleys, etc., if they operate for more than 4 hours a day, must meet state requirements even if parents are on the premises.
- Licensor to center ratio: approximately 1:87, may vary from region to region.

Requirements

- License is required; preapproval inspection is required.
- License is renewed every two years; no fee required.
- No orientation required prior to licensure of a center.
- Building code inspection required with initial license; fire safety inspection every 2 years, nutrition and health inspections required initially and annually, including pest management.
- Provisional licenses or approval allowed; not to exceed six months and may be reinstated not more than two times.
- General liability insurance is required; professional liability insurance not required.
- Physical security of the child care center (such as a card access system) is not addressed by the State but suggestions are discussed.

Regulations

- Space requirements per child: indoor - 35 sq. ft. (25 sq. ft. for crawling infants); outdoor - 75 sq. ft.
- Staff/child ratios are: 0-2 years - 1:4; 2-3 years - 1:8; 3-4 years - 1:10; 4-5 years - 1:12; 5-6 years - 1:15; school age - 1:16.
- Naptime staff/child ratios: one adult for each room of sleeping children as long as all other staff needed to meet ratios remain at the facility in order to respond to emergencies.
- Group size delineations: Infants and toddlers limited to 10 in a group.

-One person on premises at all times when children are present who is certified in first aid.
-Regulations allow for the care of mildly ill children in child care centers.
-State licensors and some centers receive Consumer Product Safety Commission data on banned children's equipment through their list serve. Information is shared thorough regional licensing meetings.i.e. Quality Team and provider organizations.
-Regulations require centers to report to licensing and Child Protective Services the death of a child, a missing child, a child's injury that requires medical care. Information is used in investigation as to culpability of center/staff and/or compliance issues.

Unannounced Inspection Policy
-Statute allows for anytime.
-At least one unannounced inspection is completed annually.

Complaint Procedure
-Statute provides for immediate closure of a day care center.
-Warning required on any violation which does not endanger the health, safety or well-being of the children.
-A license may be revoked or modified to provisional status until determination of compliance.
-Complaint process does not require notification to director of center before complaint is investigated. A written report of the results is given to the director.
-Resource and referral agencies are notified of a center closing; local DHHR office and Child Care Food Program are also notified.
-Child Protective Services take lead on such complaints. Reports received and included in corrective action plan.

Staff Qualifications
-No state recommended salary schedules for center staff.
-Minimum age for staff as follows: director - 21 years; teacher and full time teacher aide - 18 years; part time teacher aides - 16 years, must be supervised.
-CDA Child Care Apprenticeship Program is encouraged.
-Compliance with ADA regulations is expected.

Staff Prescreening
-Criminal background check of staff is required. TB skin test or chest X-ray, and medical examination required prior to employment and every two years; no recent change in TB screening policy; no information on Hib immunization.
-Criminal records checks and child abuse and neglect checks go outside of state lines.
-Crimes that prohibit employment: violent crimes, child abuse, neglect or sexual abuse (either convicted or awaiting hearing on such charges).
-Not required - testing for AIDS, alcohol or drugs.
-Conditional hiring is done in compliance with the Civil Rights and ADA regulations.
-Center Directors must have 3 written references; other staff must have two written references; personal and employment.

Staff Training
-Preservice education and/or experience is required for staff as follows: center

directors - high school diploma or GED, 9 college credits in early childhood education field or CDA, and one year work experience with young children; teachers - high school diploma or GED; teacher aides - full time, no requirements; (part time) can only work under the supervision of a full time teacher and with work permit.
-In-service training required annually; kind and amount not specified.
-Special pre- and in-service training required for infant care.
-No special training required for care of children with disabilities, sick child or drop-in care.
-CPR required; also 8 hours of first aid training required for all adult staff.
-CDA Child Care Apprenticeship Program is encouraged.
-No on-line training accepted for in-service training or CPR training at this time; would look at specific requests.

Child Documentation Policy
-Child documentation required includes: name, address, birth date, parent(s) or guardian(s) name, address, business address, phone numbers; name, addresses and phone numbers of emergency contact person; name address and phone numbers of authorized "pick up" persons; health and developmental information; name, address, and phone number of child's doctor; signed emergency medical form; attendance and fee charged.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy
-Enrolled children must be current with appropriate childhood immunizations.
-Hepatitis Band Varicella Vaccine is required for admittance.
-State statuate allows for 2 exceptions: 1) religious beliefs 2) contraindicated by physician.

Discipline Policy
-State requires that punishment cannot be humiliating, shaming, frightening, otherwise physically or emotionally damaging to children.
-No physical punishment is permitted.

Emergency Medical Consent Policy
-Signed consent for emergency medical treatment must be on file; notary not required.

Environmental Policy
-No information provided about testing of facilities for lead, asbestos or radon.

Medication Policy
-Regulations stipulate that each center assess ability to provide medications and other health related procedures, explores best practices and must have parental permission and input.

National Life Safety Fire Code Policy
-WV uses NFPA 101 Life Safety Code.

Playground Policy
-Regulations stipulate playgrounds must be safe and hazard free including

appropriate fall zones and clearances. Hope to address this issue in new regulations.
-No information available on use of trampolines in centers.

Regulatory Process Subcontracting Policy

-WV does not subcontract any or all of the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-Smoking is not prohibited by regulation; county or city laws are adhered to.

Swimming Pool Policy

-Pool must be covered when not in use; children must be supervised at all times; pool must be have a fence around it and have a locked gate.
-Trained lifeguard required.

Transportation Policy

-Regulations require driver between 18-65 years; hold valid driver's license to transport children as required by Dept. of Motor Vehicles; vehicle has age appropriate child restraints and seat belts.
-First aid kit must be in vehicle; proof of vehicle insurance in amount of $100,000 liability.

Drop-In Child Care

-"Drop-in" child care is regulated; sufficient personnel shall be available to effectively handle admission records, irregular check-in and check-out times and explanation of policies including financial arrangements; children displaying unusual anxiety symptoms shall be given special consideration; drop-ins shall be counted in the total daily enrollment and at no time shall the center exceed the number of children for which it is licensed.

Infant Care Programs

-Separate regulations which include: written references of staff indicating previous successful experiences with young children; one week of pre-service training prior to center licensing and in-service training 3 times a year; other specific requirements around health, safety, nutrition, and meeting developmental needs.
-Some centers have expanded programs that may include separate facility/site for infants only.

Overnight Care Programs

-Must have awake staff in the same room; must have cots and beds with night clothes/bedding; care must not exceed 24 hours; bathing facilities must be provided; also sufficient pre-bedtime and morning staff required.
-Facility offering night care shall provide a program modification for the special needs of children overnight.
-Two centers provide overnight care but are not utilized.

Programs for Children with Disabilities

-Some separate regulations; guidelines established by state Department of Health for centers servicing children who are mentally retarded; mainstreaming is encouraged.
-Individualized service planning and delivery.

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School Age Programs

-No separate regulations exist; programs servicing school age shall provide a program that is designed to compliment and supplement the child's experiences at home and school.

Sick Child Care Programs

-No special regulations.

Subsidized Programs/Tiered Reimbursement Rates

-Contact Dept. of Human Services, Charleston, West Virginia; (503) 558-2400.

-Allows for incentives if a center is accredited of $2 per day. A $400 bonus is given to staff who have completed specific Infant/Toddler training. In the future, they hope to implement "quality initiatives" and rates could be increased based on verification of meeting higher standards.

Surveillance Camera Policy

-Regulations do not address use of surveillance cameras. Some centers have installed and use as a teaching tool. Also for parent and director to observe children together.

Reporting Child Abuse and Neglect

-Contact local Department of Health and Human Resources Hotline: 1-800-352-6513.

Parental Contacts

-No information available via the Internet on monitoring or inspections of licensed facilities.

Local Contacts

-Found at WV website: http://www.wvdhhr.org/oss/childcare/licensingcontacts.htm

New or Pending Legislation

-On 10-15-01 a Final Draft of updated licensing regulations, prepared by NARA, was submitted to the Rules Committee on Regulatory Management. Public comments began in June 2002; will be introduced in legislature (January/February 2003) and if passed will go into effect immediately.

WISCONSIN (WI)

Information
Supplied by: Jill D. Chase, Director
Bureau of Regulation and Licensing
Dept. of Health and Family Services
1 West Wilson Street
P.O. Box 8916
Madison, WI 53708-8916
PHONE: (608) 266-9314
FAX: (608) 267-7252

Number and Definition of Regulated Programs

- -**2,410** licensed centers.
- -Nursery schools and religious affiliated centers are included in this number.
- -Day care programs run by schools (public or private) are exempt from licensing; but day care programs run by public schools must meet licensing codes by law.
- -No regulations for child care facilities in health clubs, spas, bowling alleys, etc. as long as parents remain on the premises.
- -Licensor to center ratio: 1:100; some licensing specialists also monitor family child care homes, children's residential programs and child placing agencies.

Requirements

- -License required; mandatory licensing for 4 or more children under 7 years old; preapproval inspection required.
- -License is continued every 2 years; license fee $30.25+$8.45 per licensed slot.
- -Orientation required prior to licensure of a center which covers key rules that must be met before a license can be issued plus business and budgeting issues.
- -Initial fire safety and building code inspection required.
- -General liability insurance with a limit of not less than $25,000 each person and a total limit of $75,000 per occurrence; vehicle insurance required when transporting children; professional liability insurance not required.
- -Physical security of the child care center (such as a card access system) is not addressed by the State.

Regulations

- -Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- -Staff/child ratios: infants - 1:4; toddlers - 1:4; 2 to 2 1/2 year olds - 1:6; 2 1/2 to 3 year olds - 1:8; 3 to 4 year olds - 1:10; 4 to 5 year olds - 1:13; 5 to 6 years and over - 1:17.
- -Naptime staff/child ratios: adults other than required trained child care workers may be used to meet part of the staff to child ratio during naptime (i.e. cooks, secretaries, drivers).
- -Group size delineations: birth - 2 years (maximum group size - 8); 2-2 1/2 years (maximum group size - 12); 2 1/2-3 years (maximum group size - 16); 3-4 years (maximum group size - 20); 4-5 years (maximum group size - 24); and 5 to 6 years and over (maximum group size - 32).
- -Regulations allow for care of mildly ill children in centers.
- -State disseminates information to child care facilities on Consumer Product Safety Commission data on banned children's equipment through WI DATCP

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newsletters and website.

-Regulations require centers to report to licensing within 48 hours, the death of a child, or an injury that required medical care, not required to report a missing child. Incidents are reviewed by staff or possible violations and an investigation may be conducted. A part of a collaborative prevention effort with CPSC, copies of accident reports in licensed centers are forwarded to CPSC.

Unannounced Inspection Policy

-At least one annual unannounced monitoring visit each year for all licensed group child care programs, more often if a history of violations exist.

Complaint Procedure

-When there is imminent danger, immediate center emergency closing is required.

-Center has 30 days to come into compliance.

-Resource and referral agencies and county are notified by regional offices when centers are closed.

-Complaints registered against a center are investigated; findings are issued.

-Department can issue orders and assess fiscal penalties if orders not followed.

Staff Qualifications

-No state recommended salary schedule for center staff.

-Minimum age requirement for administrator and center director is 21; minimum age for other staff is 18.

-Temporary substitutes employed by the same license must be similarly qualified after 240 hours.

Staff Prescreening

-TB skin test and medical examination required; no recent change in TB screening policy;

-Background checks conducted on state residents include check of the Dept. of Justice adult and juvenile criminal history database as well as: (1) Information on abuse, neglect or misappropriation of client property that may be contained in the DHFS Adult Caregiver Reporting System; (2) Dept. of Regulation and Licensing professional license and credential records; (3) Department of Health and Family Services information on regulatory actions including license/certification denials, revocations, employment or contract prohibitions, or permission to reside related to HFS 12 made by the Dept., a county dept. or a licensed child welfare agency; (4) Department information that may be available regarding any substantiated reports of child abuse or neglect against a person.

-Criminal records checks and child abuse and neglect checks go outside state lines if a person has lived in another state in the past 3 years; a good faith effort must be made to obtain information from the other state and WI has the authority to run a check through the National Crime Information database;

-Crimes that prohibit employment: in WI are some crimes and offenses that bar licensure as or employment and non-client residence in a child care facility unless a rehabilitative review has been conducted and approval given. A substantially related test is required for other crimes not specifically barred.

-Not required - fingerprinting, chest x-ray, AIDS test, and measles immunizations, drug and alcohol tests.

-Conditional hiring prior to results of prescreening is allowed; 30 days for physical exam and negative TB skin test.

-No written references required for group day care centers.

-Temporary substitutes must be similarly qualified after 240 hours.

Staff Training

-Preservice education, 72 hours or 4 credits for teachers (two 2 credit courses) 36 hours or 2 credits for assistant teachers (one 2 credit course); 80 or 160 hours or 12 credits for center directors depending on size of center. Orientation and experience required for administrators, center directors, teachers; orientation required for assistant teachers and other staff.

-Orientation and continuing education required for food service personnel.

-First aid training is required as part of orientation requirement for new staff; CPR is not required but is recommended as part of continuing education requirement.

-25 hours in continuing education required annually for directors, administrators, child care teachers, and teacher aides working more than 20 hours a week.

-Special training required for infant care and school age; no special training required for care of children with disabilities, or drop-in care.

-Requirements for staff training program and requirements developed by the center authorized to provide care to mildly ill children. Licensing must approve the specific plan developed by the center with guidance from medical authorities.

-On-line training is accepted for in-service training requirements. Center directors deuterium what kind of training, topic areas and method of delivery. If the internet is used as a research tool, with no formal on-line training accessed, the provider may count up to 5 hours of on-line research, books and magazine articles toward the hours required annually. CPR on-line training would be accepted but CPR is not required.

Child Documentation Policy

-The licensee must maintain an up-to-date written record on each child enrolled and make it available to the licensing staff.

-No provision for screening children for blood lead level prior to acceptance into a licensed child care facility.

Child Immunization Policy

-Enrolled children are required to be immunized, including Hib and Hepatitis B.

-Varicella (chicken pox) vaccination required unless the parent indicates the child had the disease and gives approximate dates.

Discipline Policy

-Punishment which is humiliating or frightening to a child is prohibited; including corporal punishment and verbal abuse.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Water in facilities is tested for the presence of bacteria and safe nitrate levels (if center is authorized to care for children less than 6 months of age) if a private well is used. Lead testing is required if paint is deteriorating and building was built before 1980. Testing not required for lead in water, asbestos or radon; results are maintained on file.

-There is no state financial assistance for the inspection and remediation of child care facilities for lead, asbestos or radon.

Medication Policy

-Regulations require written parental permission and instructions for use of over the counter and prescription medications and other health related procedures.

National Life Safety Fire Code Policy

-Has adopted; WI. Dept. of Commerce implemented the International Building Codes including the National Life Safety Fire Code on 7-1-02. All programs licensed after that date must meet the new codes; any renovation to existing building must meet the new codes.

Playground Policy

-Regulations for playground safety require that equipment must be developmentally appropriate and safe; have energy absorbing surfaces under equipment and within fall zone. The CPSC Handbook for Public Playground Safety is used as a guideline not a standard.

-Regulations do not prohibit use of trampolines in centers, however, if a center chooses to use trampolines, they must follow manufacturer's recommended installation, age and supervision guidelines. If used outside the guidelines, center is cited for a violation under the no hazards permitted rule.

Regulatory Process Subcontracting Policy

-WI does contract with the WI Child Care Improvement Project to provide pre-licensing technical assistance to prepare applicants for the submission of an application and licensing review; otherwise WI does not subcontract the child care center regulatory process to a public or private agency/organization.

Smoking Policy

-Smoking is prohibited in a child care center and in a center vehicle when children are present.

Swimming Pool Policy

-Above ground pools on the premises of a center may not be used by children.

-In-ground pools on the premises of a center may be used if the following provisions have been met:

 -pool complies with construction, sanitation and maintenance codes, including water quality and equipment.

 -a 4 foot tall fence is required around the pool.

 -access to the pool by children is restricted.

 -children are relegated to area of the pool that matches their swimming ability.

-Child/staff ratio is 1:25 for a life guard trained from Red Cross, Boy Scouts or YMCA program.

-Child/staff swim ratios as follows must be maintained by staff who can swim with children; children under 3 is 1:1; children 3 - 4 years is 1:4; children 4 - 5 years is 1:6; children over 6 years is 1:12.

-Wading pools are defined as having sides that are not more than 15 inches in height. Any pool with sides 15 inches or more in height (regardless of depth of water in the pool) are considered above ground pools and may not be used by the children in care.

Transportation Policy

-Separate regulations concerning the transportation of children.

Drop-In Child Care

-"Drop-in" child care is regulated if the care meets the statutory licensing threshold (4 or more children under age 7 unrelated to the provider are cared for at one time for compensation).

Infant Care Programs

-Additional regulations for centers which serve infants exist.
-There are centers which provide care to "infants only," defined as under 2 years of age.

Overnight Care Programs

-Special regulations for overnight care exist; night care is defined as occurring between the hours of 9pm and 5am. If a center provides care at any time during this period, they are identified as providing night care, even though children may not always remain at the center overnight.
-67 centers are licensed to provide care between the hours of 9pm and 5am.

Programs for Children with Disabilities

-No separate regulations.
-Violations of ADA are referred to the appropriate agency.

School Age Care Programs

-Additional regulations and exceptions are included in the group day care rules.
-Separate rules exist for programs that do not meet the licensing threshold of 4 or more children under age 7 unrelated to provider when provider is compensated for care of children. These rules fall under DWD 55 rules for certifying child care programs not required to be licensed. Certification of school age programs is required when the licensing threshold is not met, but the center wishes to receive public funding for child care services.

Sick Child Care Programs

-Sick child care regulations concerning isolation of children and parental consent and review of policies by medical doctor.
-Centers must be specifically authorized by licensing authorities to provide care for mildly ill children.
-Regulations are included as a separate category in rules.

Subsidized Programs/Tiered Reimbursement Rates

-Available through county departments of social services or human services; or State Department of Workforce Development, David Edie, Director, of Child Care (608) 266-6946.
-Tiered Reimbursement Program allows for higher reimbursement rates for nationally accredited centers.

Surveillance Camera Policy

-Regulations do not prohibit the use of surveillance cameras. Further analysis will occur as issues relating to the use of these devices are brought forward.

Reporting Child Abuse and Neglect

-Contact county Departments of Social or Human Services, or local sheriff or police department.

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Parental Contacts

-No information available via the Internet on monitoring or inspections of licensed child care facilities. Parents are encourage to contact licensing offices on a center's complaint and compliance history.

Local Contacts

-Northeastern Regional Office
200 N Jefferson, Suite 411
Green Bay, WI 54301-5191
(920) 448-5312

-Northern Regional Office
1853 N Stevens Street
P.O. Box 697
Rhinelander, WI 54501
(715) 365-2500

-Southeastern Regional Office
141 N.W. Barstow St., Room 104
Waukesha, WI 53188-3789
(414) 521-5100

-Southern Regional Office
2917 International Lane, #110
Madison, WI 53704
(608) 243-2400

-Western Regional Office
610 Gibson Street, Suite 2
Eau Claire, WI 54701-3695
(715) 836-2157

New or Pending Legislation

-NEW: Current licensing rules are under revision. Changes will be implemented sometime in 2003. Some of the proposed changes include changing Group Day Care to Group Child Care throughout the rules, adding SIDS risk reduction procedures, revising current rules related to pets, prohibiting the use of in-ground pools (the use of above ground pools is currently prohibited) and revising the licensing administration section on licensing process.

WYOMING (WY)

Information
Supplied by: Glennda Lacey
Program Manager, Child Care Licensing
Department of Family Services
Hathaway Building, #389
Cheyenne, WY 82002
PHONE: (307) 777-6595
FAX: (307) 777-3659
E-mail: glacey@state.wy.us

Number and Definition of Regulated Programs

- -257 licensed centers.
- -Number includes nursery schools, prekindergartens, and religiously affiliated centers.
- -Regulations require child care facilities in health centers, spas and bowling alleys, etc. to be licensed, while parents are on the premises.
- -Licensor to center ratio: 1:65 including centers and family child care homes.

Requirements

- -License required; preapproval inspection required.
- -Licenses are renewed annually; $50 fee.
- -Orientation required prior to licensure of a center, it is comprised of 3 hours of videos to be viewed individually and 3 hours of compressed video live training.
- -Separate inspections required annually by Fire and Health Departments; building code inspection requirement depends on local authority.
- -General liability or professional liability not required.
- -Physical security of the child care center (such as a card access system) is not addressed by the State.
- -One person certified in first aid and Infant/Child CPR must be present where there are children.

Regulations

- -Space requirements: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- -Staff/child ratios: 0-12 mos.- 1:4, 2:8, 3:10; 12-24 mos.- 1:5, 2:10, 3-12; 24-36 mos. - 1:8, 2:16, 3:18; 3 year olds - 1:10, 2:20, 3:24; 4 & 5 year olds - 1:12,2:24, 3:30; 6-12 year olds - 1:18, 2:31, 3:40. When age groups are combined, the staff:child ratios and group size for the youngest age group present shall apply.
- -Naptime staff/child ratios: relaxed to 1 staff person in the room where children are sleeping as long as person has a clear view of room;, other staff may be excused for other duties but they cannot leave the facility.
- -Group size delineations: 0-12 mos. - maximum 10; 12-24 mos. - maximum 12; 24-36 mos. - maximum 18; 3 year olds - maximum 24; 4 & 5 year olds - maximum 30; 6-12 year olds - maximum 40.
- -Regulations allow for care of mildly ill children provided they can participate

in a regular child care program. Detailed exclusion from care list is part of the regulations.
- State provides centers with information about Consumer Product Safety Commission data on children's equipment during site visits.
- Regulations require centers to report to licensing the death of a child, a missing child or a child's injury that requires medical care; it is collected in a database and made available to other agencies for statistical review.

Unannounced Inspection Policy
- One unannounced site visit and two announced visits are required annually.

Complaint Procedure
- Policies exist that allow immediate closing of a center.
- Length of time center has to come into compliance varies.
- Resource and referral agencies are notified when a center is closed.
- A detailed process exists for investigation of complaints registered against centers.

Staff Qualifications
- No state recommended salary schedule for center staff.
- Minimum age requirement for director is 21 and staff is 18; minimum age requirement for aides is 16.

Staff Prescreening
- Staff required to be prescreened by child abuse/neglect central register screen and DCI prescreen, medical examination, and either TB skin test or a chest x-ray; TB screening policy is biennial testing.
- Crimes that prohibit employment: Each background check is reviewed on a case by case basis; there are no particular crimes which result in an automatic prohibition of employment.
- Not required - fingerprinting, full criminal records background check except where indicated, AIDS test, Hib and measles immunizations, drug and alcohol tests.
- Child abuse register is checked on all staff and auxiliary staff.
- Conditional hiring prior to results of prescreening is allowed but not allowed to provide unsupervised care until screenings are complete.
- 3 written references required from non-relatives.
- Substitutes who fill in for day care center staff shall meet the same requirements as the staff member in respect to references, medical statement, TB test, all training and other staff requirements are required if they work more than 24 hours per month.
- Substitutes working for less than 24 hours per month must have references, medical statement, TB test and background screening.

Staff Training
- Preservice education and/or experience requirements for center directors; no requirements for lead/head teachers, assistant teachers, teacher aides, dietician and kitchen staff.
- 30 hours of biennial in-service training required for center staff.
- Special training required for infant care; but not for care of children with disabilities, sick child care, or drop in care.
- Within 3 months of employment in day care any person having direct contact with children shall complete first aid and CPR course for infants/children; first aid

training must be retaken every 2 years and CPR training for infants/children must be renewed every 2 years.
-On-line training may be considered for approval except for CPR training. A number of options are available in the state through the University and Community Colleges.

Child Documentation Policy

-Center must maintain a record on each child.
-No provision for screening children for blood lead level prior to acceptance into a licensed child care program.

Child Immunization Policy

-All enrolled children over 19 months old required to be immunized.
-Minimum of one dose Hib immunization required by 19 months of age.

Discipline Policy

-Discipline procedures can not include any discipline that is in violation of the child abuse and neglect statute. This includes all physical discipline. The commission or allowing the commission of a sexual offense against a child as defined by law is also prohibited.

Emergency Medical Consent Policy

-Written consent required, but form does not have to be notarized.

Environmental Policy

-Facilities are not required to be tested for the presence of asbestos, lead or radon as a condition of licensure.
-There is no state financial assistance for the inspection and remediation of child care facilities for asbestos, lead or radon.

Medication Policy

-Regulations do not prohibit dispensing of over the counter or prescribed medications, but requires training of staff who administer any medication including over the counter medicines.

National Life Safety Fire Code Policy

-Has not been adopted.

Playground Policy

-Required to have resilient surfaces around playground equipment.
-Regulations prohibit the use of trampolines in child care centers.

Regulatory Process Subcontracting Policy

-WY does not subcontract any or all of the child care center regulatory process to a public or private agency/organization except for clock hour approval.

Smoking Policy

-Smoking is prohibited in all areas used by children during hours of operation; smoking is not allowed in food preparation areas.

Swimming Pool Policy

-Whenever swimming or wading pools are present or in use, the facility policy must include written safety procedures and given to parents; written parental

consent required; an adult must be present at all times when a swimming or wading pool is in use; children never left unattended; swimming pools must not be accessible, they shall be fenced or enclosed to restrict unsupervised access.
-Child/staff ratio for pools only: infants and toddlers 1:1 and 1:4 for all other children.
-At least one adult present must be a certified life guard.

Transportation Policy
-Special regulations concerning the transportation of children.

Drop-In Child Care
-"Drop-in" child care is regulated the same as all other child care, except for immunization records only required after 30 days attendance..

Infant Care Programs
-Regulations for centers which service at least 4 infants, require an Infant Director be responsible for the program and hold an Infant/Toddler Director Credential recognized by the Dept.; a minimum of 2 adults present at all times when infants are present; staff must complete a minimum of 4 hours of specialized infant/toddler training.

Overnight Care Programs
-The following rules apply: Children must have full meal by 8 pm, and must receive breakfast in the morning children sleeping at facility must have separate cots or beds; bedding must be sanitized and sleep area arranged in accordance with health and sanitation rules; children over 6 years and opposite sex shall have separate sleeping areas; awake adult member on duty at all times; staff ratio must be maintained within the facility but allows for one staff in each sleeping area; additional fire and health regulations must be in compliance.
-Number of centers providing overnight care unknown.

Programs for Children with Disabilities
-Compliance with ADA in providing services to children involves training available to provider organizations.

School Age Care Programs
-No separate regulations exist.

Sick Child Care Programs
-No separate regulations.

Subsidized Programs/Tiered Reimbursement Rates
-Contact Sue Bacon, Department of Family Services, Hathaway Building, Cheyenne, WY 82002; (307) 777-6848.
-There is no tiered reimbursement program in place at the present time.

Surveillance Camera Policy
-Regulations do not address use of surveillance cameras.

Reporting Child Abuse and Neglect
-Contact any of the 23 local offices or any law enforcement agency.

Parental Contacts

-No information available via the Internet on monitoring or inspections of licensed facilities.

Local Contacts

-Region 1: 111 East Works. Sheridan. WY 82801; (307) 673-0363 FAX (307) 672-3403
975 Gilchrist. Wheatland. WY 82201; (307) 322-3790 FAX (307) 322-4125
1901 Energy Court. #300. Gillette. WY 82716; (307) 682-7906; FAX (307) 682-7915

-Region 2: 109 West 14th St.. Powell. WY 82435; (307) 754-2245 ext 33
FAX (307) 754-4230
120 North 6th East Riverton. WY 82501; (307) 857-0050 FAX (307) 856-7937

-Region 3: 851 Werner Court. Suite #200. Casper. WY 82601; (307) 473-3985
FAX (307) 473-3967
1510 East Pershing Blvd. Cheyenne. WY 82001; (307) 777-5175 FAX (307) 777-5199

-Region 4: 111 West Owens. Box 848. Lyman. WY 82937; (307) 787-7445
FAX (307) 787-6359
710 Garfield. Laramie Plains Civic Center. Suite 220. Laramie. WY 82070
(307) 745-7324 X238 FAX (307) 742-8848
1682 Sunset Drive. Rock Springs. WY 82901; (307) 362-5630 ext 224
FAX (307) 382-5917

New or Pending Legislation

-Legislation will review Chapter 14 (Children's Code) during the coming session. Child Care Licensing is contained in Chapter 14.

REGULATORY OFFICES OF STATE OR TERRITORY

Alabama

Dianne Wright. Manager
Child Development Consultants
Child Day Care Partnership
DHR. Office of Child Care Licensing
50 Ripley Street
Montgomery. AL 36130
PHONE: (334) 242-1425/(334) 745-8142
FAX: (334) 242-0939/(334) 741-7555

Alaska

Karen Ann Darby
Dept of Education & Early Development
Child Care Licensing
619 E. Ship Creek Ave.. Suite 230
Anchorage. AK 99501
PHONE: (907) 269-4600
FAX: (907) 269-1064

Arizona

Lourdes B. Ochoa. MSW
Health Program Manager
Dept. of Health Services
Off. of Child Care Licensure
1647 East Morten. Suite 230
Phoenix. AZ 85020-4610
PHONE: (602) 674-4220
FAX: (602) 861-0674

Arkansas

David Griffin. Administrator
DCFS - Child Care Licensing
P. O. Box 1437. Slot 720
Little Rock. AR 72203-1437
PHONE: (501) 682-8590
FAX: (501) 682-8666

California

Ruth J. McGregor. Policy Analyst
Policy Development Bureau
Department of Social Services
Community Care Licensing Div.
744 P Street. MS 19-48
Sacramento. CA 95814
PHONE: (916) 229-4510
FAX: (916) 229-4508

Colorado

Dana Andrews
Licensing Administrator
DHS - Division of Child Care
1575 Sherman Street
Denver. CO 80203-1714
PHONE: (303) 866-5958
FAX: (303) 866-4453

Connecticut

Devon Conover. Public Health Svcs.
Manager. Licensure
DPHS. 410 Capitol Avenue
MS #12 DAC. P. O. Box 340308
Hartford. CT 06134-0308
PHONE: (860) 509-8045
(800) 282-6063
FAX: (860) 509-7541

Delaware

Janet I. Carter. Administrator
DSCYF. Off. of Child Care Lic.
1825 Faulkland Road
Wilmington. DE 19805
PHONE: (302) 892-5800
FAX: (302) 633-5112

District of Columbia

Valerie A. Ware. Program Manager
Department of Health
Health Regulation Administration
Child & Residential Facilities Div.
825 North Capitol St.. NE. 2nd floor
Washington. DC 20002
PHONE: (202) 442-5929
FAX: (202) 442-9430

Florida

Deborah Russo. Director
Child Care Services
Department of Children. and Families
1317 Winewood Blvd. Bldg 6. Rm 3828
Tallahassee. FL 32399-0700
PHONE: (850) 488-4900
FAX: (850) 488-9584

Georgia
Marsha A. Gates
Department of Human Resources
Child Care Licensing Section
2 Peachtree St., NW. #32-473
Atlanta, GA 30303-3167
PHONE: (404) 657-5562
FAX: (404) 657-8936

Hawaii
Garry L. Kemp
DHS Benefit, Employment & Support
Services Division
820 Mililani Street, Suite 606
Honolulu, HI 96813
PHONE: (808) 586-7050
FAX: (808) 586-5229

Idaho
Mike Peterson, Deputy Administrator
Dept. of Health and Welfare
Division of FACS
P. O. Box 83720
Boise, ID 83720-0036
PHONE: (208) 334-5700
FAX: (208) 334-6664

Illinois
Gonzalo Ayoroa
Licensing Specialist
DCFS-Office of Child & Family Policy
406 East Monroe, M.S. 65-D
Springfield, IL 62701
PHONE: (217) 524-1983
FAX: (217) 524-3347

Indiana
John Schmidt
Division of Family and Children
402 West Washington Street
Room W. 386 (MS-02)
Indianapolis, IN 46204
PHONE: (317) 232-4468
FAX: (317) 234-1513

Iowa
Janice Von Arb, Child Care
Licensing, DHS, DACFS
Hoover State Office Building,
5th Floor
Des Moines, IA 50319
PHONE: (515) 281-3582
FAX: (515) 281-4597

Kansas
Janet Newton, Program Administrator
Child Care Licensing & Regulation
Dept. of Health & Environment
1000 S.W. Jackson, Suite 200
Topeka, KS 66612-1274
PHONE: (785) 296-1270
FAX: (785) 296-0803

Kentucky
Wilma Hathcock, Asst. Director
Division of Licensed Child Care
OIG, CHR Building
275 East Main Street, 5 East
Frankfort, KY 40621-0001
PHONE: (502) 564-2800
FAX: (502) 564-6546

Louisiana
Thalia Stevenson, Director
DSS, Bureau of Licensing
P. O. Box 3078
Baton Rouge, LA 70821
PHONE: (225) 922-0015
FAX: (225) 922-0014

Maine
Robert Steinberg
Supervisor
Division of Licensing, ACL
Department of Human Services
State House Station #11
Augusta, ME 04333
PHONE: (207) 287-5060
FAX: (207) 287-5031

Maryland

Ina Jorge
Director, Office of Licensing
DHR, Child Care Administration
311 W. Saratoga St., 1st Floor
Baltimore, MD 21201
PHONE: (410) 767-7805 or 7810
FAX: (410) 333-8699

Massachusetts

Philip Baimas
Office for Child Care Services
1 Ashburton Place
Boston, MA 02108
PHONE: (617) 626-2044
FAX: (617) 626-2027

Michigan

James Sinnamon, Director
DSS, BFS, Division of Training
& Consultation
7109 West Saginaw
P. O. Box 30650
Lansing, MI 48909-8150
PHONE: (517) 373-8300
FAX: (517) 335-6121

Minnesota

Peggy Cunningham
DHS, Division of Licensing
444 Lafayette Road
St. Paul, MN 55155-3842
PHONE: (651) 296-4114
FAX: (651) 297-1490

Mississippi

Festus E. Simkins, Director
Division of Licensure & Regulations
Department of Health
P. O. Box 1700
Jackson, MS 39215-1700
PHONE: (601) 576-7260
FAX: (601) 576-7267

Missouri

Margaret Franklin
Dept. of Health, Bu.of Child Care
P. O. Box 570
Jefferson City, MO 65102-0570
PHONE: (573) 751-2450
FAX: (573) 526-5345

Montana

Becky Fleming-Siebenaler
Day Care Program Officer
DPHHS, Div. of Quality Assurance
P.O. Box 202953
Helena, MT 59620-2953
PHONE: (406) 444-7770
FAX: (406) 444-1742

Nebraska

Pat Urzedowski, Administrator
Child Care Program, DHHS, Regs & Lic.
P. O. Box 95007
Lincoln, NE 68509-5007
PHONE: (402) 471-9431
FAX: (402) 471-7763

Nevada

Paula A. Hawkins, Licensing Chief
Bureau of Services for Child Care
711 East Fifth Street
Carson City, NV 89701
PHONE: (775) 684-4446
FAX: (775) 684-4464

New Hampshire

Michele Beasley
Div. of Public Health Services
Bureau of Child Care Licensing
129 Pleasant Street
Concord, NH 03301-3857
PHONE: (603) 271-4624
FAX: (603) 271-4782

New Jersey

Richard Crane, Chief
DYFS, Bureau of Licensing
P. O. Box 717
Trenton, NJ 08625-0717
PHONE: (609) 292-1018
FAX: (609) 292-6976

New Mexico

Donna Dosey
Child Care Servcies Bureau
Children Youth & Families Dept.
P. O. Drawer 5160
Santa Fe, NM 87502
PHONE: (505) 476-0130
FAX: (505) 827-7361

New York

Suzanne Zafonte Sennett, Director
Bureau of Early Childhood Services
Off. of Children & Family Services
Capital View Office Park
52 Washington St., North Bldg. Rm 338
Rensselaer, NY 12144-2796
PHONE: (518) 474-9324
FAX: (518) 474-9617

North Carolina

Anna Carter
Division of Child Development
2201 Mail Service Center
Raleigh, NC 27699-2201
PHONE: (919) 662-4527
FAX: (919) 662-4569

North Dakota

Corinne Bennett
DHS, Children & Family Services
State Capitol Building
Bismarck, ND 58505-0250
PHONE: (701) 328-4809
FAX: (701) 328-3538

Ohio

Carol Ann Ankrom, Chief
Child Care Licensing Section
Department of Job & Family Services
255 E. Main Street, 3rd floor
Columbus, OH 43215
PHONE: (614) 466-3822
FAX: (614) 728-6803

Oklahoma

Susan Case
DHS, Office of Child Care
P. O. Box 25352
Oklahoma City, OK 73125
PHONE: (405) 521-3561
FAX: (405) 522-2564

Oregon

Linda Stern,
Legal & Compliance Manager
Child Care Division/Employment Dept.
875 Union Street, NE
Salem, OR 97311
PHONE: (503) 947-1400
FAX: (503) 947-1428

Pennsylvania

Jennifer Lau, Chief
Licensing Section
OCYF, Bureau of CDC Services
P. O. Box 2675
Harrisburg, PA 17105
PHONE: (717) 787-8691
FAX: (717) 787-1529

Puerto Rico

Maria Rivera Lago, Director
Admin. for Children & Families
DSS - Licensing Office
P. O. Box 11218
Santurce, PR 00910
PHONE: (787) 721-8585 X 2115
FAX: (787) 721-2520

Rhode Island

JoAnne K. Flodin
Child Development Specialist
Dept. of Children, Youth & Families
101 Friendship Street
Providence, RI 02903
PHONE: (401) 528-3623
FAX: (401) 528-3650

South Carolina

Ada Belk
Day Care Regulatory Consultant
DSS, Division CDC Licensing &
Regulatory Services
P. O. Box 1520
Columbia, SC 29202-1520
PHONE: (803) 898-7543
FAX: (803) 898-7179

South Dakota

Carroll Forsch
Program Specialist
Office of Child Care Services
Department of Social Services
700 Governors Drive
Pierre, SD 57501-2291
PHONE: (605) 773-4766
FAX: (605) 773-7294

Tennessee

David L. Shirk
Research Specialist
Day Care Licensing
400 Deaderick Street
Nashville, TN 37248-9810
PHONE: (615) 313-4778
FAX: (615) 532-9956

Texas

Michele Adams
Program Specialist
Department of Protective and
Regulatory Services, M.C. E550
P. O. Box 149030
Austin, TX 78714-9030
PHONE: (512) 438-3262
FAX: (512) 438-3848

Utah

Debra Wynkoop, Director
Bureau of Licensing
UT Department of Health
288 North 1460 West
P. O. Box 142003
Salt Lake City, UT 84114-2003
PHONE: (801) 538-6152
FAX: (801) 538-6325

Vermont

Coleman Baker, Chief
Child Care Licensing
Child Care Services Division
103 South Main Street
Waterbury, VT 05671-2401
PHONE: (802) 241-2158
FAX: (802) 241-1220

Virgin Islands

Leitha E. Cummings, Coordinator
Child Care Regulatory & Volunteer
Services
Department of Human Services
3011 Golden Rock
Christiansted, St. Croix VI 00820
PHONE: (340) 773-2323 x2022
FAX: (340) 773-6121

Virginia

Arlene Kasper
Program Development Supervisor
DSS, Div. of Licensing Programs
730 East Broad Street
Theater Row Building
Richmond, VA 23219-1849
PHONE: (804) 692-1791
FAX: (804) 692-2370

Washington

Elizabeth Egge, Program Manager
Div. of Child Care & Early Learning
Dept. of Social & Health Services
P. O. Box 45480
Olympia, WA 98504-5480
PHONE: (360) 413-3292
FAX: (360) 413-3482

West Virginia

Mary N. Anderson, CCL Supervisor
Department of Health & Human Resouces
P. O. Box 1877
Clarksburg, WV 26302-1877
PHONE: (304) 627-2117
FAX: (304) 627-2119

Wisconsin

Jill D. Chase, Director
DHSS, Office of Regulation and
Licensing
P. O. Box 8916
One West Wilson Street
Madison, WI 53708-8916
PHONE: (608) 267-7933
FAX: (608) 267-7252

Wyoming

Glennda Lacey, Program Manager
Child Care Licensing
Department of Family Services
Hathaway Building, #389
Cheyenne, WY 82002
PHONE: (307) 777-6595
FAX: (307) 777-3659
EMAIL: glacey@state.wy.us

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